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A large, stylized number '79' in a bold, rounded, sans-serif font. The number is black and occupies the right half of the page. The '7' has a thick vertical stem and a curved top that sweeps to the right. The '9' is composed of a large, rounded upper loop and a smaller, solid circular base. The overall style is clean and modern, typical of mid-century graphic design.

Annual Report 1979-1980



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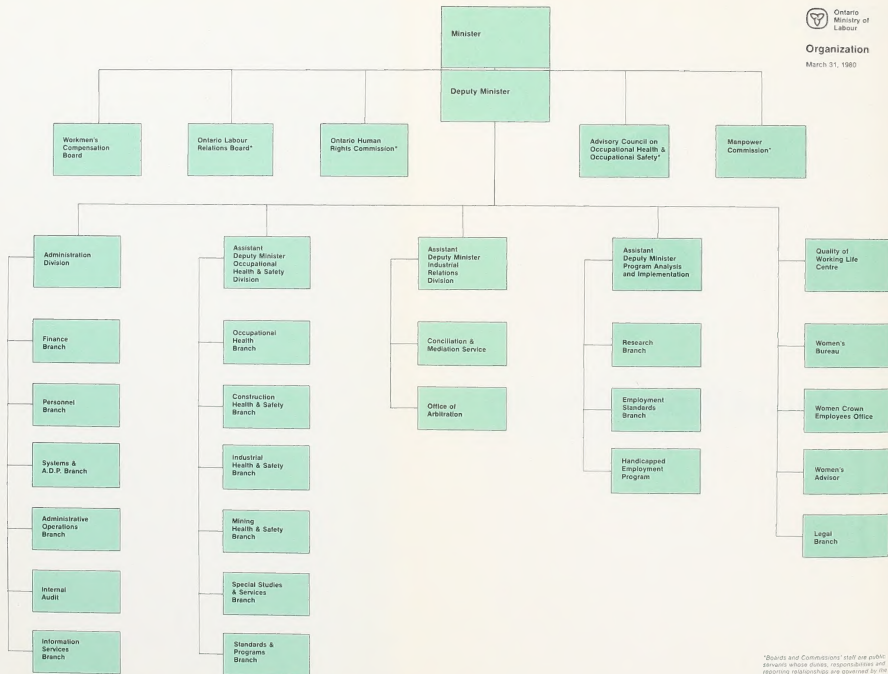
Annual Report 1979-1980

Fiscal year ending March 31, 1980

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Letter of Transmittal



**To His Honour
The Lieutenant Governor in Council**

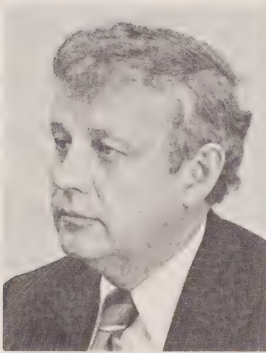
May it please Your Honour:

The undersigned has the privilege of presenting the 61st Annual Report of the Ministry of Labour for the fiscal year ending March 31, 1980.

All of which is respectfully submitted.

A handwritten signature in dark ink, appearing to read 'Robert Elgie'.

Hon. Robert G. Elgie, MD
Minister



**The Honourable Robert G. Elgie, MD
Minister of Labour**

Dear Dr. Elgie,

I have the honour to submit for your consideration the 1979-80 Annual Report of the Ministry of Labour.

I believe that the contents of the report accurately reflect the major accomplishments of the ministry in a number of important areas.

The new Office of Arbitration is well established, with a growing caseload. The Conciliation and Mediation Branch, in a heavy bargaining year, has once again played an important role in the settlement of key contract disputes and has as well intensified its efforts in preventive mediation. The Quality of Working Life Centre is actively involved in several important field projects. The Women's Bureau's affirmative action consulting service has expanded its efforts in promoting equal opportunity for women in the private sector. The Handicapped Employment Program has undertaken important preliminary work in the Hamilton area and is developing a number of initiatives to encourage employers to employ handicapped persons.

As you know, three major studies or inquiries are under way: the Weiler study of the Workmen's Compensation Act and its administration, the Dupré Royal Commission into the health effects of asbestos exposure and the Burkett Inquiry into mining safety.

I am pleased with the efforts of the staff of the ministry in carrying out their various responsibilities with dedication.

A handwritten signature in dark ink, appearing to read 'T.E. Armstrong'.

T.E. Armstrong, QC
Deputy Minister

Industrial Relations Division

L.V. Pathe
Assistant Deputy Minister

The role of the Industrial Relations Division is to promote harmonious relations between employers and employees. The division's overall objective is a stable labour-relations climate in the province.

This objective is reached through three activities: Program Administration, the Ontario Conciliation and Mediation Service and the Office of Arbitration.

The Ontario Conciliation and Mediation Service provides conciliation and mediation assistance to labour and management involved in collective agreement negotiations. In addition, the service provides preventive mediation assistance to labour and management during the term of the collective agreement.

The Office of Arbitration administers the sections of the Labour Relations Act dealing with rights arbitration. The office also administers the Hospital Labour Disputes Arbitration Act. The Office of Arbitration is involved in the recruitment and training of arbitrators and assists the minister in maintaining a panel of approved arbitrators.

The Industrial Relations Division provides four approaches to assist labour and management in the pursuit of sound labour relations:

- to promote peaceful settlements through conciliation and mediation services;
- to provide, where necessary, preventive mediation assistance to labour and management during the term of the collective agreement;
- to ensure effective bargaining structures and dispute settlement procedures through the Labour Relations Act;
- to recruit, train and maintain a panel of approved arbitrators.

An assistant deputy minister is responsible for directing and coordinating the activities of the Industrial Relations Division.

During 1979-80 the office had a complement of three - an assistant deputy minister, an executive assistant and a secretary.

Construction Industry Review Board

The panel was established by the Minister of Labour to examine labour-management relations in the construction industry, and to recommend to the minister, and the parties, measures which will contribute in the long term to the improvement of these relations, including means of achieving:

- greater stability of employment
- optimum levels of activity
- appropriate sharing of the rewards of production
- uninterrupted service to clients and the public

During the last fiscal year the panel made certain recommendations to the minister concerning the scheme of province-wide bargaining in the construction industry. The proposals were adopted as an amendment to the Labour Relations Act.

Ontario Conciliation and Mediation Service

Jack Speranzini
Director
Ray Illing
Associate Director

The goals of the Ontario Conciliation and Mediation Service are to foster harmonious labour-management relations and to minimize disruption in the economy arising from strikes and lockouts.

To achieve this goal the service, operating under the authority of the Labour Relations Act, carries out major programs in two areas - collective agreement dispute resolution through conciliation/mediation, and preventive mediation.

The service performs conciliation and mediation functions, assisting employers and unions to achieve settlement of their contractual differences. In addition, OCMS has firmly established a program of preventive mediation, which involves anticipating and providing for the needs of management and labour in the development of their relationship to facilitate peaceful negotiations of collective agreements.

Dispute Resolution Process

The process has two steps. First, parties unable to achieve an agreement in direct negotiations must meet with a conciliation officer before they resort to the economic sanction of a strike or lockout. During this stage, an officer enters the negotiations and employs mediation techniques in an effort to bring the parties to settlement. Should the parties fail to effect total agreement, a report is made to the minister recommending whether or not a board of conciliation be appointed.

Although the use of boards of conciliation after the conciliation officer stage is an alternative under the Act to the establishment of a strike/lockout deadline, few have been appointed in recent years. Subject to ministerial policy, they remain as important tools to deal with disputes involving public services, pattern-setting industries and contentious first agreements. If it is recommended that a board not be appointed, a "no-board" report is issued, establishing a legal strike or lockout deadline which occurs 14 days following receipt of the notification to the parties.

During this period the mediation service maintains contact with both parties keeping them aware of further mediation assistance.

The second step - mediation - is an informal one in which the services of a mediator are made available to the parties at any point in negotiations following the conciliation officer's report. While the techniques of mediation are similar to those of conciliation, the intensive nature of this assistance, the pressure of a deadline or ongoing work stoppage and the personal persuasive abilities of a senior mediator are additional factors.

Preventive Process

The main preventive mediation areas are the Relationship Improvement Program and Joint Training of Supervisors and Union Stewards.

The Relationship Improvement Program is designed to do exactly that – improve union-management relations. It is a two- or three-day seminar approach and is an adaptation of the concepts of Relationship By Objectives (RBO) which has been used extensively since 1975 and has proved effective in the promotion, development and maintenance of sound relationships between employers and unions.

The focal point in joint training is problem solving. Working in close consultation with both parties, OCMS mediators determine their needs and design a training program to include the study of attitudes, communications, leadership, grievance administration and roles and responsibilities.

There are a number of other preventive mediation activities:

- From the time of certification, the progress of first agreement negotiations is followed, so that assistance can be offered where it appears that a fledgling relationship is encountering difficulty.
- Negotiations following a “no-board” report are closely monitored so that parties are aware of the mediation services available to them and can have access to a mediator without delay at this critical period.
- Under the Act, the minister may appoint a disputes advisory committee. Such a committee, composed of representatives of labour and management, assists and advises the parties in particularly difficult disputes. The minister can also establish an industrial inquiry commission to examine a range of subjects relating to the bargaining process in that particular industry.

- By keeping a record of the service’s experience in specific disputes, early pre-negotiation contact can be made with parties whose previous negotiations were characterized by pool relationships, contentious issues or complex bargaining coordination. Mid-contract involvement of mediators, either informally or as special officers under the Act, has the potential of encouraging the parties to work on improving their relationship, dealing with problems underlying recurring negotiation issues and reducing to manageable proportions the issues to be faced during the pressure of negotiations.
- Where it is felt that the establishment of a labour-management joint committee would assist a relationship in a particular area or industry, or in a particular plant, the service is prepared to make its resources available, assisting the parties to establish and structure such a committee. Often joint action committees of this nature become ongoing extensions of preventive mediation assistance.

The complement of the service at March 31, 1980, consisted of a director, an associate director, 11 mediators, 18 conciliation officers, three research staff and 13 clerical and secretarial staff.

1979-80 Activities/Caseload

During 1979-80, a total of 2,488 collective agreements disputes was referred to conciliation officers. These assignments represented a decrease of 915, or 27 per cent under the total for last year (Table 1). The officers disposed of 2,429 cases during the year, a 27 per cent decrease over last year's dispositions. At year end, 559 cases were still being dealt with by the officers, compared to 500 in 1978-79.

Post-conciliation or mediation assistance was provided in 665 new cases in 1979-80, compared to 852 cases last year (Table 2). The parties reached agreement in 649 of the cases that were disposed of, although 207 of them involved a work stoppage.

Mediators also played a preventive role in 72 new cases in 1979-80 compared to 76 in 1978-79 (Table 3).

Table 1

Conciliation Applications Dealt with Under the Ontario Labour Relations Act, Fiscal Year 1979-80

	1979-80		1978-79	
	Disputes	Employees	Disputes	Employees
Assignments received by officers	2,988	412,444	3,776	515,067
Carried from previous year	500	57,118	373	82,392
Assigned to officer during year	2,488	355,326	3,403	432,675
Assignments disposed of by officers	2,429	343,292	3,276	457,949
Settled by office				
Construction	48	621	59	16,465
Non-construction	771	72,791	997	99,582
No Board				
Construction	278	10,148	754	69,763
Non-construction	1,161	247,247	1,407	268,074
Referred to conciliation board				
Construction	—	—	—	—
Non-construction	—	—	—	—
Lapsed or withdrawn				
Construction	22	598	9	85
Non-construction	149	11,887	50	3,980
Assignments pending at March 31	559	69,152	500	57,118

Table 2**Mediation Activity, Fiscal Year 1979-80**

	1979-80						1978-79					
	Total		No Work Stoppage Involved		Work Stoppage Involved		Total		No Work Stoppage Involved		Work Stoppage Involved	
			Disputes	Employees	Disputes	Employees			Disputes	Employees	Disputes	Employees
Assignments received by officers	800	130,199	562	74,278	238	55,921	967	292,754	733	192,660	234	100,094
Carried over from previous years	135	29,631	105	12,461	30	17,170	115	35,031	86	31,175	29	3,856
Assigned to officers during year	665	100,568	457	61,817	208	38,751	852	257,723	647	161,485	205	96,238
Assignments disposed of by officers	686	113,018	479	61,028	207	51,990	832	263,123	628	180,199	204	82,924
Settled during mediation	460	90,920	349	48,484	111	42,436	642	167,978	496	122,627	146	45,351
Settled following mediation assistance	189	19,883	107	10,874	82	9,009	159	64,236	115	33,922	44	30,314
Arbitration	10	1,503	10	1,503	—	—	7	28,086	4	21,195	3	6,891
Lapsed	13	448	5	72	8	376	9	1,573	5	1,313	4	260
Closed by mediator, no further action by parties	14	264	8	95	6	169	15	1,250	8	1,142	7	108
Assignments pending at March 31	114	17,181	83	13,250	31	3,931	135	29,631	105	12,461	30	17,170

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Table 3**Preventive Mediation Activity, Fiscal Year 1979-80**

	1979-80		1978-79	
	Situations	Employees	Situations	Employees
Assignments received by officers	136	25,308	97	21,604
Carried over from previous years	64	11,734	21	7,436
Assigned to officers during year	72	13,574	76	14,168
Assignments disposed of by officers	59	8,543	33	9,870
Pre-negotiation situation	—	—	13	7,368
Post-negotiation situation	—	—	20	2,502
Assignments pending at March 31	77	16,765	64	11,734

Jean M. Read
Director

On September 1, 1979, the Office of Arbitration assumed responsibilities formerly carried out by the Ontario Labour-Management Arbitration Commission.

The Office of Arbitration recruits, trains and maintains a panel of approved arbitrators and arbitration board chairpersons and will, if required, assist arbitrators by providing administrative services and arranging meeting dates and facilities. It prepares, publishes and distributes information respecting awards. It is also authorized to sponsor research into the arbitration process.

One of the primary functions of the newly created Office of Arbitration is to administer section 37*a* of the Labour Relations Act, a new concept of expedited arbitration. Upon request of a party to a collective agreement, the Minister of Labour may appoint a single arbitrator who will commence to hear the matter referred to him/her within 21 days of the party's request to the minister. Under this legislation the minister may also appoint a grievance settlement officer to confer with the parties and endeavour to effect a settlement prior to the hearing by the arbitrator.

An advisory committee has been established under section 37*a* to advise the Minister of Labour on matters relating to arbitration, particularly with respect to persons qualified as arbitrators. Chairman of this committee is the Assistant Deputy Minister, Industrial Relations Division, and its membership is comprised of three representatives from management and three from labour.

In addition, the Office of Arbitration administers the Hospital Labour Disputes Arbitration Act as amended by the Hospital Labour Disputes Arbitration Amendment Act, 1972.

Under the Hospital Labour Disputes Arbitration Act, as amended, the responsibilities of the Office of Arbitration are:

- to recommend to the Minister of Labour, when required to do so, the appointment of arbitrators from those persons on the list of approved arbitrators;
- monitor arbitration hearings for time and place for the first and any subsequent hearings of the boards of arbitration, whose chairpersons, in hospital disputes, are required to notify the Office of Arbitration;

- notify the parties and their nominees of the time and place of hearings;
- notify the minister where a board of arbitration fails to render a decision within a reasonable time, so that necessary orders may be given to ensure that the decision of the board will be made without delay.

Currently the list of arbitrators comprises 64 fully approved arbitrators, and 13 "tentatively" approved arbitrators – the latter awaiting further experience in order to show proof of mutual acceptability to both labour and management. Four of the fully approved and one of the tentatively approved arbitrators are women.

The Office of Arbitration publishes a monthly bulletin for those concerned with labour and management relations, giving information regarding awards filed and other matters of interest. Current circulation of the monthly bulletin is approximately 4,000.

The Office of Arbitration is administered by its director and a staff of nine.

Occupational Health and Safety Division

C.R. May, MD*
Assistant Deputy Minister

1979-80 Activities

During the fiscal year, 1,240 awards were filed in rights arbitration and 106 in interest awards under the Hospital Labour Disputes Arbitration Act.

The Office of Arbitration has planned its first arbitrator training program for May, 1980. This will comprise a two-day workshop followed by an internship period of four months, during which time the trainees will accompany experienced arbitrators to at least four hearings to observe the conduct of the hearings, and write mock awards for critical analysis by the arbitrators. A further seminar will follow the internship period.

The Office of Arbitration supplied 254 panels of chairpersons or sole arbitrators to parties, in both rights and interest arbitrations. From these panels, the parties chose 111 chairpersons or sole arbitrators. Where the parties failed to choose arbitrators from the panels, the minister appointed 117 chairpersons or sole arbitrators. In addition, a total of 81 ministerial appointments was made without the offer of panels. Under section 4(6) of Reg. 635 of the Ontario Labour-Management Arbitration Commission Act, the former commission appointed eight chairpersons or sole arbitrators pursuant to a specific term of a collective agreement. In the case of 56 panels, the matters in dispute were settled before a choice was made. In addition, the minister appointed five nominees of parties at the request of the opposite parties.

Applications received under section 37a of the Labour Relations Act numbered 25; a total of 16 of these cases was settled by the grievance settlement officers prior to the hearing dates.

During the fiscal year, copies of arbitrators' awards to the value of \$14,265 were purchased from the Office of Arbitration by persons wishing to study them as possible precedents.

Board of Arbitration, Hospitals (*Ad Hoc Board*)

The use of a Board of Arbitration at the post conciliation stage is a mandatory requirement of the Hospital Labour Disputes Arbitration Act, as the parties to a collective agreement involving hospital employees are not permitted to engage in strikes and lockouts.

The Board of Arbitration examines and/or decides on matters that are in dispute, and any other matters that appear necessary to be decided, in order to conclude a collective agreement between the parties.

During the 1979-80 fiscal period, 953 files were set up at the post-conciliation stage. From this number, 592 boards were constituted.

The Occupational Health and Safety Division now promotes the health and safety of workers in a broader spectrum of workplaces than ever before. The Occupational Health and Safety Act, 1978, was proclaimed on October 1, 1979, and covers workers in health care, education, municipalities, correctional institutions, firefighting and police services as well as workers formerly covered in construction, industry and mining. The Construction Safety Act, the Industrial Safety Act, Part IX of the Mining Act, the Employees' Health and Safety Act and the Silicosis Act are all repealed by the Occupational Health and Safety Act, 1978.

The division is comprised of the Construction Health and Safety Branch, the Industrial Health and Safety Branch, the Mining Health and Safety Branch, the Occupational Health Branch, the Special Studies and Services Branch and the Standards and Programs Branch.

The complement for 1979-80 was 715.

* Dr. Rodney May resigned from the office of Assistant Deputy Minister March 31, 1980. Dr. Ann Robinson was appointed Assistant Deputy Minister effective July 21, 1980.

1979-80 Activities

- administered and enforced regulations for construction projects, industrial establishments, mines and mining plants under the Occupational Health and Safety Act, 1978;
- continued development of regulations to control worker exposure to seven hazardous agents and general occupational health hazards;
- continued review process with respect to other toxic substances and physical agents;
- continued consultation process for regulations applying to those occupational sectors to which coverage was extended under the Occupational Health and Safety Act, 1978;
- sought cooperation from employers and workers in complying with the legislation through audit and inspection;
- provided advisory and consultative services to assist companies and unions to establish health and safety programs;
- monitored technological innovations to reduce any adverse impact on the health and safety of workers;
- evaluated the cause and effect of injuries and disease;
- assisted in training and upgrading the skills of workers and supervisors in occupational health and safety programs;
- provided a province-wide telephone service to answer the public's questions about health and safety in the workplace;
- provided administrative support to the committees recommending awards under the Provincial Lottery for projects in occupational health and safety;
- developed a method which allows for the identification and ranking of industries by health and injury record;
- located medical and nursing consultants in field offices at Toronto, Hamilton, London, Sudbury and Ottawa.

Royal Commission On the Use of Asbestos

A Royal Commission was appointed on April 29, 1980, to study and report to the Minister of Labour on the matter of health and safety arising from the use of asbestos in Ontario. The commission will afford opportunity for full public input into the assessment of this matter, and will ensure that the best medical, scientific and other expert advice, both from within the government and from the community at large, is made available in arriving at conclusions on the need for further remedial action.

The terms of reference for the commission are:

- to investigate all matters relating to health and safety arising from the use of asbestos in Ontario;
- to identify the relevant data related to asbestosis, mesothelioma and other diseases and health hazards of persons working with or exposed to asbestos in Ontario;
- to review the present basis for Workmen's Compensation Board awards as they relate to occupational health matters affecting workers exposed to asbestos, including any special programs dealing with the rehabilitation of such workers;
- to make such recommendations in relation to the above as the commission deems appropriate.

The members of the commission are Dr. Stefan Dupré (chairman), Dr. Fraser Mustard and Dr. Robert Uffen.

Occupational Health Branch

Hugh Nelson, P. ENG.
Director

The Occupational Health Branch provides consultation services on the recognition, evaluation and control of workers' exposure to health hazards in the workplace, to advise the health and safety branches of the Ministry of Labour, the Ministries of Environment and Health, and the Workmen's Compensation Board. In the Ministry of Labour, the branch works mainly with the Industrial Health and Safety Branch in the investigation of situations where health hazards exist or are suspected, and with the Mining Health and Safety Branch and the Construction Health and Safety Branch in a similar capacity when requested.

The branch assists in the development of standards or guidelines to protect the health of workers; it also conducts biological monitoring of workers, including chest x-rays and respiratory function tests.

The branch operates under the authority of the Occupational Health and Safety Act, 1978.

The branch has three components – the Occupational Health Medical Service, Occupational Hygiene Service and Occupational Health Laboratory – each of which reports to the director through a chief of service.

The branch complement of 168 includes the director, an executive assistant, 16 physicians, 12 nurses, 15 scientists, 65 technicians, 23 hygienists, an industrial health counsellor, two survey organizers, an audiologist and 31 support staff.

1979-80 Activities

Occupational Health Medical Service

The medical and nursing consultants have been located in the head office in Toronto and in field offices with the inspectorate in Hamilton, London, Sudbury and Ottawa.

The consultants work with the industrial, construction and mining inspectors as well as with other members of the branch to investigate situations where health hazards may exist, to evaluate occupational health services and to establish medical surveillance programs. The physicians also act as consultants for the Workmen's Compensation Board, hospitals and family physicians, and participate in educational activities, including university teaching.

To meet the demand for information on all aspects of occupational health and toxicology, and to effectively audit medical surveillance programs, a unit has been established with a clinical toxicologist, audiologist and support data clerks.

The branch's journal, *Occupational Health in Ontario*, has been published in a new format under the direction of an editorial board. It is available without charge to libraries and health personnel. Over one thousand copies are being distributed quarterly.

The Occupational Chest Disease service provides medical surveillance with x-ray and pulmonary function tests for dust- and fume-exposed workers in southern Ontario. The service operates from a central clinic and three mobile units. The service works closely with the Workmen's Compensation Board and investigates the claims of many workers. There is liaison with provincial chest clinics in northern Ontario which provides the medical surveillance service for miners; health certificates are issued.

Occupational Hygiene Service

Field Visits

The visits are made to identify and assess the procedures used by companies to control various hazardous substances. Higher-risk workplaces are visited routinely; others by request. The visits are unannounced, and the investigator is accompanied during the investigation by an inspector from one of the ministry's line branches and company and labour representatives, or both.

Hygienists' Field Visits/Air Quality Assessments

The hygienists conduct field investigations of both chemical and physical health hazards, monitor exposure of workers to chemical substances and physical agents, submit samples for analysis, and recommend corrective action. Audits of a company's air quality monitoring program might also be conducted. Air quality assessments are conducted where a hazard is known to exist, or when a request is made by labour or unrequested management. Visits are unannounced, and hygienists are accompanied during inspections by a Ministry of Labour inspector and company and/or labour representatives.

Occupational Health Laboratory

The laboratory provides the majority of its analytical services to the Medical and Hygiene Services of the branch. Analyses are also requested by companies, physicians, health units and the Workmen's Compensation Board.

Approximately 70 per cent of analyses are of blood and urine specimens from workers exposed to hazardous substances. The specimens are collected as part of the medical surveillance program. Analyses include lead in blood, mercury in urine and cholinesterases.

Analyses of absorbents or filters used during air sampling procedures and of material samples of unknown identity or composition account for the remainder of the laboratory's caseload.

Special analyses are sometimes made in cases where a hazardous agent is suspected but unidentified.

In the area of research, new analytical methods are developed, old ones are reviewed for improvements and standard procedures are revised.

The laboratory is currently developing a scheme for ministerial approval of laboratories for the purposes of the Occupational Health and Safety Act, 1978 Part X, 41(2)19 and for the proposed regulations on the designated substances.

Medical Service

Source of Physician and Nursing Visits

Industrial Health and Safety Branch	91
Occupational Health Branch	434 + 807 Nursing
Construction Health and Safety Branch	2
Mining Health and Safety Branch	2
Workmen's Compensation Board	101
Unions	2
Companies	37
Administration	2
Ministries	3
Medical officers of health	8
Other	11
Private physicians	22
Carry over from 78/79	84
Total	1,606

Physician Visits Completed

April	53
May	57
June	59
July	72
August	68
September	59
October	66
November	54
December	43
January	69
February	83
March	74
Total	757
Total requests	799
Completed	757
Outstanding	42

Nursing Visits Completed

April	28
May	49
June	45
July	54
August	72
September	60
October	79
November	66
December	61
January	101
February	93
March	98
Total	806
Total requests	807
Completed	806
Outstanding	1

Industrial Health Counsellor Visits Completed

April	8
May	11
June	7
July	1
August	17
September	12
October	11
November	14
December	4
January	8
February	7
March	11
Total Completed	111

Respiratory Function Tests

	Number of Companies Surveyed	Number of Employees Examined
All inorganic dusts (See Table III for more specific details)	264	10,229
Isocyanates	34	859
Organic dusts: Cotton and jute	10	1,862
Silica dust: Southern Ontario Miners	5	620
Total	313	13,570

Tests Performed on Behalf of Workmen's Compensation Board

Lung volume measurements	288
Gas transfer measurements	282
Electro cardiograms	288
Exercise Stress Tests	160

Chest X-ray Examinations

In silica exposure subject to the previous Silicosis Regulations	15,484
In silica exposure subject to the previous Mining Act	518
In silica exposure not subject to the Regulations	5,895
In exposure to isocyanates	1,622
In exposure to asbestos dust	3,522
In exposure to combination of asbestos and silica dust	1,419
In other hazardous dusts*	8,137
In no significant dust exposure	3,182
Sub-Total	39,779
WCB and Industry Referrals	2,784
Total	42,563

*Talc, nepheline syenite, beryllium, tungsten carbide, cobalt, cadmium, cotton, jute, hemp, etc.

Centres and Plants Visited

	Centres Visited	Plants Visited
Survey clinics	123	475
Follow-up	161	537
Special	16	19
Total	300	1,031

Plant Visits to Assess Exposure and/or Introduce Medical Program

Silica exposure	47
Asbestos exposure	26
Combined asbestos and silica exposure	10
Isocyanate exposure	20
Other dusts	19
Total	122

Issuance of Health Certificates (Silicosis Act 1950)

New applicants examined*	3,816
New certificates issued	3,801
Certificates renewed	11,602
Certificates cancelled	0
Certificates withheld	9
Certificates refused	11
Re X-rays	69

* The examination of new applicants involved the taking of 3,816 occupational histories.

Silicosis

Of 21,897 persons employed in various silica exposures, radiological evidence of silicosis was reported in 54. Fourteen of these were newly diagnosed.

	Previously Reported	Newly Diagnosed	Total
Simple silicosis	33	11	44
Complicated silicosis	7	3	10
Total	40	14	54

Asbestosis

Of 4,941 asbestos exposed persons examined radiological evidence of asbestosis was reported in 26. Eight of these cases were discovered in 1979-80.

	Previously Reported	Newly Diagnosed	Total
Asbestos exposure	2	6	8
Asbestos/silica exposure	16	2	18
Total	18	8	26

Other Pneumoconiosis

Radiological evidence of pneumoconiosis other than silicosis and asbestosis was reported in 26 persons as follows:

Coal miners' pneumoconiosis	26
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Other Conditions Reported On

Pleurisy, inactive	190
Pleurisy, w/effusion	1
Dust effects, uncomplicated	134
Dust effects, with TBC	2
Heart abnormal	75
Aorta abnormal	127
Primary focus	240
Primary complex	79
Hilar calcification	134
Fungus infection	109
Pneumonia	4
Emphysema	24
Increased lung markings	1,061
Sarcoidosis	6
Unspecified	499

Hygiene Service

Source of Hygienists' Visits

Carry over from 1978/79	204
Industrial Health and Safety Branch	839
Occupational Health Branch	384
Construction Health and Safety Branch	11
Mining Health and Safety Branch	1
Minister's Office	2
Minister's Office	2
Workmen's Compensation Board	192
Companies	142
Unions	2
Administration	6
Medical officers of health	12
Private physicians	3
Anonymous	2
Other	18
Total	1,818

Air Quality Assessment

Carry over from 1978/79	98
Industrial Health and Safety Branch	36
Occupational Health Branch	1,020
Construction Health and Safety Branch	3
Minister's Office	2
Companies	14
Union	3
Administration	4
Medical officers of health	2
Anonymous	1
Other	2
Total	1,185

Hygiene Service Field Visits — Hygienists

Month	Requests	Field Visits	Outstanding
Carry over	204		
April	83	100	
May	96	93	
June	97	124	
July	101	107	
August	84	128	
September	120	127	
October	185	157	
November	181	159	
December	154	165	
January	203	163	
February	167	160	
March	143	168	
Total	1,818	1,651	167

Hygiene Service Field Visits — Air Quality Assessment

Month	Requests	Field Visits	Outstanding
Carry over	98		
April	61	67	
May	58	80	
June	94	65	
July	86	79	
August	86	59	
September	76	73	
October	141	126	
November	112	84	
December	54	94	
January	98	109	
February	120	115	
March	101	140	
Total	1,185	1,091	94

Occupational Health Laboratory

Analyses of Biological Samples

Lead in urine	15,695
Lead in blood	9,804
Mercury in urine	1,793
Blood cholinesterase	1,095
Fluoride in urine	885
Cadmium in urine	673
Arsenic in urine, hair and nails	581
Chromium in urine	502
Phenol in urine	360
Coproporphyrin in urine	259
Zinc in urine, blood and serum	253
MDA in urine	234
Copper in urine, blood and serum	119
MOCA in urine	66
Cresol in urine	59
Nickel in urine	13
-2 Microglobulin in urine	7
Manganese in urine	3
Cobalt in urine	2
Thallium in urine	1
Pentachlorophenol in urine	1
Total	32,405

Sources of Materials Analyses

Analyzed by X-ray and Microscopy Unit*	248
Requested by Occupational Health Branch	494
Requested by Industrial Health and Safety Branch	180
Requested by Mining Health and Safety Branch	82
Requested by Construction Health and Safety Branch	22
Requested by Special Studies and Services Branch	5
Requested by Health Units	24
Requested by Companies	8
Requested by Physician	1
Total	1,064

*Requested by Occupational Health Branch, Industrial Health and Safety Branch, Mining Health and Safety Branch, Construction Health and Safety Branch and special survey on asbestos in schools.

Analysis of Materials

Mineralogy	248	Ident. of offset spray	1
Free silica	139	Ident. of clay	1
Asbestos	76	Ident. of mica	1
Solvents	72	Vanadium	1
Lead	61	Ident. of fabric	1
Ident. of plastics	43	Oil (quantitative)	1
General emission spec.	40	Ident. of sealer	1
Chromium	33	Beryllium	1
Talc	30	Ident. of pitch	1
Copper	26	Phenol	1
Fluoride	23	Ident. of undercoating	1
Manganese	18	Mercaptans	1
Arsenic	18	Hydrogen sulfide	1
Ident. of decomposition products	15	Dimethyldisulfide	1
PCBs	14	Calcium cyanamide	1
Iron	14	Sulfur	1
Nickel	14	Ident. of ceramic materials	1
Particle sizing	13	Ident. of dust	1
Zinc	13	Morpholine	1
Alkalinity measurements	12	Phosphoric acid	1
Loss on ignition	11	Total	1,064
Ident. of insulation	10		
Ident. of cleaners	7		
Ident. of cutting fluids	7		
Flammability tests	7		
Aluminum	6		
Cadmium	6		
Nitrites	5		
Cobalt	4		
Benz (a) Pyrene	4		
Ident. of rubber additives	4		
4-Aminobiphenyl	4		
Ident. of oils	3		
Ident. of rubbers	3		
Ident. of powders	3		
Ident. of paint binders	3		
Isocyanates	3		
Ident. of chemicals	3		
Ident. of catalysts	3		
Ident. of wire drawing materials	2		
Ident. of dyes	2		
Moisture	2		
Mercury	2		
Formaldehyde	2		
Ident. of flux	2		
Ident. of plasticizers	2		
PAHs	2		
Ident. of lubricants	2		
Sulfates	2		
Acidity measurements	2		
Cyanide	1		
Ident. of adhesive	1		
Acrylonitrile	1		
Trichlorobenzene	1		

Ident. of offset spray	1
Ident. of clay	1
Ident. of mica	1
Vanadium	1
Ident. of fabric	1
Oil (quantitative)	1
Ident. of sealer	1
Beryllium	1
Ident. of pitch	1
Phenol	1
Ident. of undercoating	1
Mercaptans	1
Hydrogen sulfide	1
Dimethyldisulfide	1
Calcium cyanamide	1
Sulfur	1
Ident. of ceramic materials	1
Ident. of dust	1
Morpholine	1
Phosphoric acid	1

Total 1,064

Air Samples

From April 1, 1979 to March 31, 1980 absorbents and air filters used during air sampling procedures were analyzed as follows:

Quartz	3,460
Lead	2,406
Toluene	703
Zinc	686
Copper	642
Xylene	613
Chromium	490
Isocyanates	406
Iron	390
Benzene solubles	357
Nickel	349
Methyl ethyl ketone	321
Mercury	312
Arsenic	250
Stoddard solvent	244
Naphtha	238
Formaldehyde	226
Benzene	219
Styrene	208
Manganese	200
Oil Mist	174
PCBs	157
Methylene chloride	145
Ethyl acetate	133
n-Butyl alcohol	119
Cadmium	118

Fluoride	117	Tetrahydrofuran	16
Methyl chloroform	117	Trichlorobenzene	16
Beryllium	106	Kerosene	15
Acetone	104	Methyl mercaptan	15
Methyl alcohol	101	Cresol	15
Isopropyl alcohol	100	Nitric acid	14
Cellosolve acetate	95	Butyl carbitol	14
Aluminum	94	Chlorine	13
Methyl isobutyl ketone	93	Mercaptans	13
n-Butyl acetate	91	Methyl cellosolve	13
Butyl cellosolve	85	Chlorine dioxide	13
MOCA	83	Tri-o-cresyl phosphate	12
Aliphatic hydrocarbons	83	Carbon disulfide	11
Isophorone	81	Butadiene	11
Acrylonitrile	81	Trimethylbenzene	11
Cobalt	77	n-Octane	10
Sulfuric acid	70	Vinyl acetate	10
Ethyl alcohol	66	Formic acid	10
Vinyl chloride	65	Biphenyl	9
Trichloroethylene	65	Diphenyl ether	9
Chloroform	61	Naphthalene	8
Diacetone alcohol	59	Triethylamine	8
Ammonia	58	Triethylenetetramine	7
Hydrogen chloride	58	Acetic anhydride	7
Norgestrel	57	Atrazine	7
Ethinyl estradiol	57	1, 1, 2-Trichloroethane	7
Sodium hydroxide	55	Methylene dianiline	6
Chloride	52	Butyl glycidyl ether	6
Hexane	49	Super Hi-Flash	6
Cyanide	49	Diethylenetriamine	6
Phenol	46	Resorcinol	6
Perchloroethylene	43	Trimellitic anhydride	5
Ethylene oxide	41	Trimellitic acid	5
Cyclohexanone	41	Acetic acid	5
n-Hexane	39	Ethylenethiourea	4
Phosphate	38	Iosol	4
Isosorbite dinitrate	35	o-Dichlorobenzene	4
Solvesso-100	32	Diethylamine	4
Phenanthrene	28	Reclaimed solvent	3
Fluoranthene	28	Varsol	3
Pyrene	28	Glutaraldehyde	3
Chrysene	28	Thiram	3
Phenyl glycidyl ether	27	Ethylene glycol	2
Calcium	25	Hexylene glycol	2
Butyl acrylate	24		
Cyclohexylamine	23	Total	17,027
Morpholine	23	Total number of analyses: 50,496	
n-Propyl alcohol	22		
Vanadium	21		
Ethyl cellosolve	20		
Antimony	20		
Methyl methacrylate	19		
Epichlorohydrin	19		
Bisphenol A	19		
Ethylene chlorohydrin	18		
Trichlorofon	18		
Dichlorovos	18		
Acetonitrile	18		

R.K. Cleverdon, P. ENG.
Director

The Construction Health and Safety Branch is concerned with the health and safety workers engaged in all aspects of the construction industry including erection, alteration, repair, demolition, dismantling and moving of such projects as buildings, structures, shafts, tunnels, work under compressed air, highways, railways, sewers, watermains and conductors of electrical energy and solids, liquids or gases. The branch is headed by a professional engineer, with seven professional engineers on staff.

The branch is responsible for the administration of the Occupational Health and Safety Act, 1978, and Ontario Regulation 659/79 for construction projects.

Through the cyclical inspection program, approximately 13,000 notifiable construction projects are inspected annually across the province for compliance with the above legislation.

The field inspectors investigate all fatalities, most serious accidents and any unusual situations or occurrences that may be hazardous on construction sites.

Consultations are held with labour and management of the construction industry to increase the awareness of and commitment to developing and maintaining safe and healthy construction sites.

On March 31, 1980, the branch had a complement of 126, including one director, 116 inspectors and nine support staff.

1979-80 Activities

During the 1979-80 fiscal year, construction health and safety officers completed 65,650 inspections, a decrease of about 10 per cent from the 1978-79 fiscal year. A total of 30,003 directions was issued during these inspections, compared with 39,073 during the previous year, a decrease of about 23 per cent.

The construction fatality rate has been declining steadily during the past four years and decreased during 1979-80 to 32 compared with 37 during 1978-79.

Inspection of construction projects included 1,724 inspections of 171 underground projects. A total of 516 directions was issued during the underground inspections.

Inspection and Fatality Data

Notifiable projects	13, 169
Inspections (including underground)	65, 650
Directions (including underground)	30, 003
Fatalities	32
Inspections (underground)	1, 724
Projects (underground)	171
Directions (underground)	516
Other calls (including underground)	2, 959
Inspections where no directions left (including underground)	51, 207
Convictions	367
Total Fines	\$100,240
Complaints investigated (including underground)	1, 221
Accidents investigated (including underground)	725
Promotional calls (including underground)	770
Workers in the workforce	229, 000
Investigations - Accidents	725
Investigations - Unusual Occurrences (complaints)	1, 221
Consultations	768
Predevelopment Review (plans review) (field visits)	156

Projects Under Compressed Air

April 1, 1979 to March 31, 1980

No.	Contractor	Location	Pressure		No. of Decompressions			No. of Cases Decompression Sickness	
			Min.	Max.	Shift Workers	Supervisors Etc.	Total		
78/33	L.J.S. Const. Ltd.	Toronto	9	13	76	23	99	—	
78/60	S. McNally & Sons Ltd.	Ottawa	12	14	1,756	491	2,247	—	
*78/88	Cristan Const. Co.	Toronto	10	14	991	403	1,394	—	
*78/109	Jno Maguire Contr. Co. Ltd.	Toronto	10	14	1,711	1,060	2,771	—	
79/1	S. McNally & Sons Ltd.	Toronto	3	6	158	87	245	—	
Total					4,692	2,064	6,756	—	

* Projects still in progress April 1, 1980

No cases of Bends reported for the year 1979 - 1980

Underground Project Inspection Summary

April 1, 1979 to March 31, 1980

	Projects Under Inspection	Completed During Year	C/F to Next Year	Length of Tunnel feet		Projects Under Air	No. of Inspections	No. of Directions	No. of Inspections with no Directions
				Less than 60" Diam.	60" Diam. Compressed and over				
Long Tunnels	99	71	28	5,923	42,970	5	1,210	420	967
Short Tunnels (under 50')	45	36	9	1,179	105	—	224	34	205
Jacked Tunnels	23	16	7	4,428	1,812	—	261	60	178
Other Underground Structures	4	2	2	—	—	—	29	2	27
Total	171	125	46	11,530	44,887	5	1,724	516	1,377

Industrial Health and Safety Branch

J. McNair, P. ENG.
Director

The Industrial Health and Safety Branch, operating under the Industrial Safety Act, 1971 and the Employees Health and Safety Act, 1976 up to the time of proclamation of the Occupational Health and Safety Act, 1978 on October 1, 1979, is responsible for the administration of programs designed to reduce the incidence of illness or injury caused by industrial activities and processes.

The increasing use of toxic chemicals and other agents in industry and logging requires careful monitoring to establish controls of possible health and safety hazards to workers.

Employers and employees themselves have the primary responsibility for occupational health and safety programs in their workplace and are encouraged to meet this responsibility. The establishment of internal responsibility systems within companies is a major function of the branch; the inspection role of the branch is regarded as an information and evaluation tool in the audit process.

Frequency of audit and inspection of a particular workplace vary depending on the potential hazards which may occur. To perform the audit, branch officials meet with employers, employees and union representatives to discuss their concerns and assist development of possible solutions. Where contravention of the legislation is found during inspection, corrective action is prescribed in the form of orders. Following the inspection, the officer meets with the employers, employees and union representative to discuss the inspection report, any potential hazards and any preventive action required. The officer will assist employers and employees to understand the need to establish an effective self-inspection and self-compliance program within the workplace.

The branch arranges health surveys of industrial establishments in cooperation with the Occupational Health branch.

On March 31, 1980, the Industrial Health and Safety Branch had a complement of 140, including one director, 128 field staff and 11 support staff.

1979-80 Activities

During the year, officials of the Industrial Health and Safety Branch completed 39,184 inspections, a slight decrease from the 1978-79 figure of 41,700. A total of 40,890 orders was issued, a decrease of about five per cent. The number of fatalities under the legislation administered by the branch increased from 56 to 68. Of these, 57 occurred in industrial workplaces, 10 occurred at logging operations and one was recorded under the Canada Labour Code.

The total of non-fatal accidents increased by about seven per cent from 81,220 in 1978-79 to 86,741 in 1979-80. Of the total number of accidents, about 58 per cent occurred in unionized workplaces.

Extended Coverage Unit

Prior to the proclamation of the Occupational Health and Safety Act, 1978, workers in industry, mining and construction were covered by existing health and safety legislation. With the advent of the new Act (proclaimed October 1, 1979) coverage has now been extended to include workers in hospitals, schools, colleges and universities, police, fire, detention and correctional institutions, transportation, and municipalities.

The Extended Coverage Unit was established during the fiscal year 1979-80, with an initial complement of four inspectors. Operating under the Occupational Health and Safety Act, 1978, the unit is responsible for the administration of programs to reduce the incidence of illness and injury caused by occupational health and safety hazards.

Employers and employees themselves have the primary responsibility for occupational health and safety programs in their workplaces. The establishment of internal responsibility systems is becoming a major function of the unit, and the emphasis will be on audit, rather than inspection activities, as information and education tools.

Inspection and Fatality Data

	1978-79	1979-80
Non-Fatal Accidents Reported	81,220	86,741
Fatalities - Occupational Health and Safety Act	41	57
Logging	13	10
Canada Labour Code, Part IV	2	1
Inspections	41,700	39,184
Logging inspections	1,103	1,237
Directions issued	42,866	40,890
Directions completed	27,376	36,428
Revenue	\$861,026	\$939,796
Personnel	119	140
Convictions	22	50
Fines	\$29,900	\$69,500
Right to refuse work cases	74	79

Analysis of Non-Fatal Accident Reports

(figures in brackets refer to unionized industrial establishments)

Accident Group	Number of Industrial Establishments	Number of Employees	Number of Accidents Reported
Nil	49,618 (3,179)	403,000 (67,560)	—
1 - 5	12,959 (2,592)	378,179 (144,806)	24,760 (6,008)
Over 5	3,320 (1,886)	608,585 (443,351)	61,981 (44,432)
Total	65,897 (7,657)	1,389,764 (655,717)	86,741 (50,440)

Inspection by Industry Including Distribution of Employees

	Total Inspections	Production Employees	Administrative Employees	Employees Total
Agriculture, forestry, fishing, mines	62	3,838	508	4,346
Meat, dairy, beverage, other food processing	1,470	90,041	16,250	106,291
Tobacco	13	2,104	557	2,661
Rubber products manufacturing	262	13,950	4,165	18,115
Leather processing manufacturing	289	12,162	2,455	14,617
Textile industries	630	23,690	5,564	29,254
Knitting mills	112	5,502	794	6,296
Clothing industries	411	21,961	3,011	24,972
Sawmills, veneer, plywood sash, door, other wood industries	1,690	22,795	4,444	27,239
Furniture, electric lamp shade manufacturing	1,019	18,190	6,047	24,237
Paper manufacturing, converting	888	35,040	9,736	44,776
Printing, publishing	1,073	31,794	14,844	46,638
Primary metals: aluminum, copper, rolling casting, extruding	884	69,764	38,902	108,666
Metal fabricating	4,529	92,909	27,009	119,918
Machinery, equipment manufacturing	1,074	38,510	18,765	57,275
Transportation, equipment manufacturing	1,281	95,901	20,308	116,209
Electrical products manufacturing	1,146	67,725	23,325	91,050
Non-metallic products mfg., cement, clay, asbestos, glass	1,002	21,693	6,502	28,195
Petroleum, coal products	126	3,667	2,462	6,129
Chemicals, chemical products	992	43,409	14,101	57,510
Misc. mfg., scientific equipment, jewellery, brooms, plastic fabricator	1,715	39,861	12,276	52,137
Construction industry	1,220	31,159	8,187	39,346
Transportation: truck, railway, air, water	509	43,614	10,670	54,284
Storage	357	7,918	4,066	11,984
Communications: radio, television, telephone, post office	29	31,111	11,781	42,892
Utilities: gas, water, electric, sewage	468	19,417	12,924	32,341
Wholesale trade	3,637	61,353	37,971	99,324
Retail trade	8,865	248,113	131,446	379,559
Finance, insurance	393	24,564	103,745	128,309
Education	33	2,711	1,818	4,529
Health, welfare	115	5,659	764	6,423
Religious organizations	—	—	—	—
Motion picture, recreation	54	1,473	392	1,865
Service to business: advertising, engineering, legal	163	6,212	4,974	11,186
Personal service: shoe repair, barber, laundries, restaurants	1,123	60,835	7,973	68,808
Misc. service, photography, blacksmithing, welding, building services	701	9,331	3,960	13,291
Government: federal, provincial, local	851	81,788	37,666	119,454
Undefined activity	—	—	—	—
Totals	39,186	1,389,764	610,362	2,000,126

Orders Issued Under the Occupational Health and Safety Act

October 1, 1979 - March 30, 1980

- A) Canada Labour Code
- B) General (Act)
- C) Safety Committees
- D) Duties
- E) Tags and Time Limits
- F) General (Reg)
- G) Notices
- H) Premises
- I) Lighting
- J) Fire Protection — Prevention
- K) Machine Guarding
- L) Electrical
- M) Explosive Actuated Tools
- N) Material Handling
- O) Confined Spaces
- P) Maintenance and Repairs
- Q) Protective Equipment
- R) Molten Metal
- S) Logging
- T) Buildings
- U) Sanitation
- V) Environmental Hazards

Industry

Agriculture, forestry, fishing, mines
 Meat, dairy, beverage, other food processing
 Tobacco
 Rubber products manufacturing
 Leather processing manufacturing
 Textile industries
 Knitting mills
 Clothing industries
 Sawmills, veneer, plywood sash, door, other wood industries
 Furniture, electric lamp shade manufacturing
 Paper manufacturing, converting
 Printing, publishing
 Primary metals: aluminum, copper, rolling casting, extruding
 Metal fabricating
 Machinery, equipment manufacturing
 Transportation, equipment manufacturing
 Electrical products manufacturing
 Non-metallic products mfg., cement, clay, asbestos, glass
 Petroleum, coal products
 Chemicals, chemical products
 Misc. mfg., scientific equipment, jewellery, brooms, plastic fabricator
 Construction industry
 Transportation: truck, railway, air, water
 Storage
 Communications: radio, television, telephone, post office
 Utilities: gas, water, electric, sewage
 Wholesale trade
 Retail trade
 Finance, insurance
 Education
 Health, welfare
 Religious organizations
 Motion picture, recreation
 Service to business: advertising, engineering, legal
 Personal service: shoe repair, barber, laundries, restaurants
 Misc. service, photography, blacksmithing, welding, building services
 Government: federal, provincial, local
 Undefined activity

Total

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	Total
				2			5			8			3		1	1		5	1			26
	3	26	30	14		2	219	23	41	565	32	1	196	2	45	39			33	2	58	1,331
		3	6	1			36	8	36	161	12		2		1							8
1	17	1	4		1	17	1	24	105				40		10	7			5	1	36	362
2	23	7	9		2	82	9	13	277	18			78	1	37	41			12	4	12	213
1	12				1	6	1	1	27				3		1	9			15	1	56	671
1	36			1		3	4	6	46	5			7		1	13			4		6	72
13	20	16	17			6	126	3	36	295	13	10	48	2	28	21			12		1	136
2	55	4	28		1	1	53	6	47	204	12	19	43		10	40			1	20	8	748
1	16	3	18				182	4	41	321	17		106	5	44	35			46	7	54	632
10	55	14	12			2	80	2	67	164	4		47		18	27			1	18	1	73
	12	26	25			1	247	7	29	253	24		159		36	55	11		28	7	46	583
7	106	68	158			5	418	16	171	1,366	75	2	444	2	92	176	3	1	8	4	243	1,140
2	17	19	18				136	9	61	235	16		145		24	67			27	5	116	3,548
6	15	21	36		1	275	5	70	451	20	3	194	3	39	94	1			27	6	116	897
5	31	21	37		2	148	13	80	455	17	3	150		15	54	3			27	5	167	1,383
2	9	7	4			120	9	19	163	7			53		21	20	1		3			1,233
	3			3			18		7	27			14		9	4			10	5	136	586
1	12	10	11		1	1	185	8	30	183	19	1	91	1	22	19			4	3	14	106
4	82	16	36		2	163	12	106	391	21			111		15	68			18	6	105	724
	3	2	7				19	1	21	60	5		38		4	4			33	6	131	1,197
1	8	3	2				31	3	11	14	6		18		6	7			7	2	11	184
2	2	3	3				18		6	12	1		9			1			3	1	6	119
2								1	1	1												67
1		1	1				78	2	10	48	5		23		9	1			3	1	6	5
6	50	13	21		2	131	20	72	208	10	2	124		35	53				1		16	196
12	23	29	33		4	184	39	192	193	37	1	207	6	33	67				42	2	59	850
	2				1	9	15	10	12	4			3		1				26	5	5	1,282
	3					6		4	7				1		1	1			2		5	93
	3			3		3	1	2	9				3	2	4	1			1		1	30
																						33
				1		1	5		1	7	1		3		1				1		3	24
	4	1	4			3		7	7	3			7	1		2			1	1	8	49
1	5		2		1	39	9	38	49	4		39	1	3	7				14	1	9	222
2	4		3			9	1	14	37	4		36		4	6		1		2	1	10	134
6	12	3	4			20	2	27	78	8		31	6	6	13				7	4	19	246
	1												1								3	5
94	670	324	518		3	35	3,074	234	1,303	6,442	400	42	2,480	32	579	961	20	8	669	120	2,013	20,021

Directions Issued Under the Industrial Safety Act

April 1, 1979 - September 30, 1979

The Code for the directions is as follows:

- A) Canada Labour Safety Code
- B) Loggers' Safety Act
- C) Tags, Time Limit, etc.
- D) Submission of Plans
- E) Responsibilities, etc.
- F) General
- G) Premises
- H) Lighting, Heat and General Ventilation
- I) Fire Prevention and Protection
- J) Machine Guarding
- K) Electrical Equipment and Explosive Actuated Tools
- L) Material Handling
- M) Environmental Hazards
- N) Maintenance and Repairs
- O) Sanitation
- P) Personal Protective Equipment
- R) Exits

Industry

Agriculture, forestry, fishing, mines
Meat, dairy, beverage, other food processing
Tobacco
Rubber products manufacturing
Leather processing manufacturing
Textile industries
Knitting mills
Clothing industries
Sawmills, veneer, plywood sash, door, other wood industries
Furniture, electric lamp shade manufacturing
Paper manufacturing, converting
Printing, publishing
Primary metals: aluminum, copper, rolling casting, extruding
Metal fabricating
Machinery, equipment manufacturing
Transportation, equipment manufacturing
Electrical products manufacturing
Non-metallic products mfg., cement, clay, asbestos, glass
Petroleum, coal products
Chemicals, chemical products
Misc. mfg., scientific equipment, jewellery, brooms, plastic fabricator
Construction industry
Transportation: truck, railway, air, water
Storage
Communications: radio, television, telephone, post office
Utilities: gas, water, electric, sewage
Wholesale trade
Retail trade
Finance, insurance
Education
Health, welfare
Religious organizations
Motion picture, recreation
Service to business: advertising, engineering, legal
Personal service: shoe repair, barber, laundries, restaurants
Misc. service, photography, blacksmithing, welding, building services
Government: federal, provincial, local
Undefined activity

Totals

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	R	Total
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	-------

399					1				3		1				2	1	407
	13	4	37			205	27	24	504	29	144	49	30	1	58	58	1,183
						1		1	4		2				2		10
	11		9		3	61	7	25	184	11	51	42	7	2	13	18	444
	7	1	9			39	3	22	153	1	12	7	1		21	15	291
	13	1	10		1	119	7	19	307	22	52	26	34	1	19	47	678
	1		2			9	2		70	2	4	3			12	6	111
	2		1			9	5	9	56	5	3	6		2	26	22	146
	27	2	21			176	13	24	343	21	69	49	37	11	112	36	941
	30	1	7		4	52	16	51	203	9	23	40	13	8	44	64	565
	22	1	49		1	248	16	31	328	24	84	63	39	3	61	39	1,009
	13		40			77	5	40	187	6	29	26	7	3	76	26	535
	12		19			236	19	20	187	16	110	226	29	22	70	21	987
	167	2	75		7	419	66	122	1,360	44	391	268	80	19	269	105	3,394
	25		15		1	117	34	64	276	19	126	102	13	2	78	27	899
	53	1	43		1	311	16	53	468	19	187	155	38	8	155	48	1,556
	32		27		9	174	12	76	499	22	135	189	24	8	147	50	1,404
	8		18			179	46	19	226	5	97	87	34	2	49	28	798
	1		2			18	4	5	53		12	11		1	5	1	113
	22	2	29		2	190	47	34	188	10	118	97	15	2	30	32	818
	36	1	25		3	113	14	54	393	21	96	94	14	10	88	62	1,024
	1		2		1	9	4	22	69	7	29	8	1	2	11	9	175
1	2		4			15	7	1	7	5	13	5	5		2	4	71
13	1		3			10	2	4	2	2	22	5	1		5	3	73
																1	1
	1	2	5			37	3	19	42	4	23	20	3		4	9	172
	22	4	35		3	160	15	35	242	20	151	31	21	5	69	79	892
	37	7	45		3	135	49	136	131	48	171	123	25	10	73	191	1,184
	3		5			14	14	9	11	2	3	4	1	2	7	46	121
							1		4			1			2		8
	1					7		3	9	1	3	6			2	5	37
			2			2			2			2					8
6						5	1	3	5	1	8	4	1			3	37
	7		10			23	4	15	23	2	11	9	3	3	3	24	137
	6		5		1	8	2	7	39	8	18	1	4	1	5	5	110
1	6		8			61	2	25	49	7	18	31	4	8	6	15	241
						2	1	2	14	1	2	4			1		27
20	400	582	31	560	41	3,241	464	974	6,641	394	2,218	1,794	484	136	1,527	1,100	20,607

P.B. McCrodan
Director

The Mining Health and Safety Branch encourages employers and employees in the mining industry to prevent accidents and health problems through co-operative identification and control of health and safety hazards in mining and mine-related workplaces in Ontario.

The branch's activities apply to 103 underground mines, 32 open-pit mines, 5,208 sand and gravel pits and quarries, 51 metallurgical and ore processing plants and 51 clay, shale and peat workings. These establishments employ approximately 66,000 people.

The branch administers the Occupational Health and Safety Act, 1978 and Regulations for Mines and Mining Plants, 660/79.

The Mining Health and Safety Branch has a complement of 94, including nine mine rescue training officers. This complement of 94 engineers, inspectors, technicians, mine rescue training officers and clerical support staff covers four engineering disciplines – mining, electrical-mechanical, working environment and metallurgy.

1979-80 Activities

The branch's programs promote safe work conditions, practices and measures to minimize health hazards in the mining environment. They are carried out within a complex framework of inspections, investigations and consultations.

Inspection Program

The inspection program is an ongoing program to audit compliance with the Occupational Health and Safety Act, 1978 and the Regulations for Mines and Mining Plants, 660/79.

All active workplaces in all operations are inspected for compliance. Types of operations inspected are:

Type of Operation as of April 14, 1980	Active Operations	No. of Employees
Mines	103	32,843
Open pits	32	5,112
Quarries	346	2,847
Metallurgical plants	37	15,220
Metallurgical labs	14	791
Clay and shale pits	33	80
Peat workings	18	52
Sand and gravel pits	4,862	9,253
Diamond drilling	7	117
Aggregate plants	22	324
Total	5,474	66,639

Many pits are worked only on an intermittent basis, and so would not be inspected regularly throughout the year. The objective is to visit each mine three times per year; sand and gravel pits are checked twice per year and inspected if they are found active; other operations are inspected two or three times per year. There are no records of inspections requested by workers, although sometimes an inspection is conducted as the result of a complaint.

No notice of surface inspections is given. Many underground inspections are prearranged, however, with the agreement of the unions, so that their health and safety representative can accompany the inspector.

In 1979-80, 7,009 inspections were made.

Directions are issued when contraventions are identified. In 1979-80, 8,344 directions were issued.

All directions are followed up to ensure compliance, and failures to follow a direction are extremely rare as a stop-work order would probably be imposed.

Charges can be laid for serious infractions, for repeated violations of the same type, or for failure of the company to take action as required. In 1979-80, there were nine prosecutions and six convictions.

Abandoned Mines

Inspection of abandoned mines on private and Crown lands to ensure adequacy of protection against inadvertent falls into mine openings resulted in the covering of small openings with concrete and the fencing of large openings. Some \$130,500 was expended by the government on the contract work to install the protection. A lien was registered against the mine property if the owner was unable to pay the cost. The responsibility for the administration of Section 167, Part IX of the Mining Act governing the protection of the public from abandoned mines, pits and quarries is to be transferred to the Ministry of Natural Resources in June, 1980.

Wire Rope Testing

By statute, all wire rope used in hoisting installations must be tested by the Government of Ontario Cable Testing Laboratory before use and at intervals during service. Each cable is tested for strength of material in its components, including a breaking test. The tensile machine has a capacity of up to 600,000 pounds tension. During 1979-80, the laboratory completed 987 tests.

Environmental Surveys

In 1978-79, 97 environmental surveys were conducted. In 1979-80, 89 surveys and 342 inspection/audits were conducted. Two engineers and 10 inspectors specializing in environmental health conduct surveys twice yearly at each mine. Measurements are made for dust, silica, oxygen, carbon monoxide, noise, diesel emissions, sulphur dioxide, heavy metals, etc. Samples are collected and analysed, company data are reviewed, and the two sets of data compared.

Investigation Program

The Mining Health and Safety Branch carries out investigations of all fatal accidents, serious accidents, unusual occurrences, refusals to work and other occupational health and safety complaints from workers in the mining sector. Ministry staff may be reached 24 hours a day to investigate fatalities, serious accidents or refusals to work.

All fatalities are investigated and detailed reports of the investigations are published. During the fiscal year 1979-80, 12 fatalities were investigated.

The branch has developed a computer program to collect and analyse data on the types of non-fatal injuries reported, and/or the cause of serious accidents and unusual occurrences. This program was implemented during the summer of 1979. It is too early to

draw any conclusions from the data at this time.

Employee refusals to work requiring ministry staff investigations are completed on request. There were nine investigations into right to refuse.

The branch staff also investigate other complaints concerning unsafe or unhealthy conditions.

Education and Guidance

The Mining Health and Safety Branch provides, through formal and informal discussions, education and guidance on health and safety matters to employers and employees in the mining industry.

The branch prepares guidelines called Information Sheets. These serve as supplementary explanatory material on the regulations for use by both branch inspectors and the mining industry.

Predevelopment Review

The Mining Regulations of the Occupational Health and Safety Act, 1978, specify that the Mining Health and Safety Branch Director must receive notification of all new developments or construction, introduction of new process technology, use of new methods of construction or of equipment installation, major alterations of mining technique or technology or the making of major additions or alterations. Branch staff then review the plans to reduce the possibility of built-in occupational health and safety hazards. Employees receive notification of the new developments at the same time as the director.

Mine Rescue Program

This program trains specialists at each mine in the direction and control of special mine rescue procedures.

The director of the Mining Health and Safety Branch has overall responsibilities for the mine rescue program in Ontario. The training officers maintain a number of stations and substations equipped with breathing apparatus and fire fighting equipment, as well as other emergency equipment and supplies, to respond immediately to any mine emergency. Mine rescue training officers train specialists at each mine in the direction and control of special mine rescue procedures.

The Mine Rescue Program aims to maintain a high level of preparedness for dealing with mine catastrophes through training of rescue teams and maintenance of rescue equipment.

This program is funded by assessment on the mining industry through the Workmen's Compensation Board.

Eight mine rescue training officers and a senior officer divide their time between training new miners in mine rescue techniques, holding refresher training courses

to keep active mine rescue personnel prepared to handle rescue emergencies and fires, checking and maintaining mine rescue breathing apparatus in manned and unmanned rescue stations, and holding mine rescue competitions to allow trained rescue personnel to test their preparedness.

1979-80 Activities

During 1979-80, 993 men participated in the mine rescue training program, and 53 seven-man teams competed in eight district mine rescue competitions. A number of fires was responded to, plus innumerable calls to be on the alert for emergencies or fire drills. The mine rescue program expanded into Southern Ontario to cover six mines there.

Mining Health and Safety Data

Statistics from April 1, 1979 — March 31, 1980

Number of workers	66,639
in mines	57,386
in sand and gravel pits	9,253
Number of underground mines	103
Number of surface mines	32
Number of pits and quarries	4,862
Number of metallurgical and ore processing plants	51
Number of clay, shale and peat workings	51
Number of inspections	7,009
Number of directions issued	8,344
Number of prosecutions	9
Number of convictions	6
Number of accident investigations	110
Number of complaints	35
Predevelopment review	64
Number of mine rescue stations	7
Number of mine rescue substations	29
Number of miners under training in mine rescue	993
Wire rope tests	987
Number of fatalities	12
Underground	7
Surface	—
Metallurgical	3
Sand and gravel pits	2
Quarries	—

Maxwell Fitch, MD
Director

This branch is primarily concerned with programs to prevent illness and injury. Its responsibilities are:

- to carry out short or long-term investigations of health problems associated with occupational exposure to hazardous agents;
- to evaluate the health of particular groups of workers, such as uranium miners and workers exposed to silica or asbestos;
- to conduct and/or sponsor research related to problems of occupational exposure to hazardous agents and evaluation of the health status of exposed workers;
- to monitor the use of radioactive materials insofar as the province has jurisdiction;
- to conduct studies and research in the area of occupational safety, and act as consultant in matters relating to the safety of work procedures;
- to prepare contingency plans for, and provide technical support in, emergencies relating to nuclear generating stations;
- to provide technical support to the Ministries of Health and Environment in matters relating to occupational and environmental health.

The branch operates under the authority of the Occupational Health and Safety Act, 1978, and certain provisions of the Public Health Act.

Activities and services to meet the branch objective are conducted by four separate but interrelated services: the Radiation Protection Service, Health Studies Service, Safety Studies Service and Radiation Protection Laboratory.

On March 31, 1980 the Special Studies and Services Branch had a complement of 75: Radiation Protection Service 22; Radiation Protection Laboratory 22; Health Studies Service 19; Safety Studies Service 8; Administration 4.

1979-80 Activities

Radiation Protection Service

The service's responsibility is to protect the people of Ontario from unnecessary exposure to radiation in working and living environments as delineated in specific areas by the current Occupational Health and Safety Act, 1978, by Reg. 721 (X-ray Safety) under the Public Health Act. For responding to accidents at nuclear power plants which might have off-site effects, cabinet approval has recently been given to provincial plans in which the core of the Technical Advisory Group would come from personnel of the Special Studies and Services Branch.

Ongoing programs of the service during 1979-80 have been:

- safety inspection of x-ray installations in industry, education and veterinary practice (198 x-ray facilities inspected, 94 plans checked for adequacy of radiation shielding);
- safety inspection of commercial microwave ovens (1,018 ovens checked for radiation leakage);
- on behalf of the Ministry of Housing, measurements of radon daughter concentrations occurring in newly constructed houses in Elliot Lake and Bancroft for compliance with a standard in O/Reg 555/78 under the Building Code Act (243 new houses checked; 513 houses rechecked);
- investigation of 26 reported cases of radiation over-exposure;
- safety inspection at 25 locations where some form of non-ionizing radiation being used (radio frequencies, microwaves, ultra-violet light, laser devices);
- safety inspection of a limited number of radio-isotopic installations on request;
- contingency planning against possible accidental release of radioactive materials from nuclear power plants;
- providing advice, information and assistance to industry, government agencies and public on all aspects of radiation protection.

Work has continued in the development of new methods of measurement, evaluation of new instruments, construction of special instruments, maintenance and calibration of equipment and construction of new instrument calibration facilities with a view to more complete, reliable and faster evaluation of radiological hazards.

Investigation and assessment of new radiation hazards, particularly the various forms of non-ionizing radiation, has continued, including extensive literature reviews, field and laboratory investigations, attendance at courses and seminars and participation on relevant committees (Canadian Standards Association, National Research Council, American Conference of

Governmental Industrial Hygienists, International Electro-Technical Commission).

Current investigations and developments include:

- application of a mini-computer for rapid data storage and retrieval in an off-site radiation emergency;
- assessment of ultra-violet exposures of operators and users of tanning booths;
- assessment of laser light shows for eye hazards.

The service is comprised of 18 scientists and technicians.

Radiation Protection Laboratory

This laboratory, with 21 scientists and technicians, provides a capability for the analysis of a wide range of radioactive substances. It serves all provincial agencies charged with responsibility for programs associated with the surveillance of uranium mining and processing plants, nuclear reactors, industries, and facilities which use radioactive isotopes.

The laboratory provides technical advice to provincial agencies and to industry on establishing or improving their analytical capability, interpreting results and designing surveillance programs. Methodology development and improvement is a continuing process.

Relocation of the laboratory was undertaken, involving evaluation, purchase, installation and calibration of a variety of new equipment. The new facilities will allow development of new programs such as neutron activation analysis. The range of activities in samples that may be handled can be extended considerably while minimizing the possibility of cross-contamination between samples.

Occupational health-related work is increasing. Calibration of radon daughter counting equipment for various companies and for this ministry increased significantly during the year. The technique for measuring arsenic in hair by neutron activation analysis was established and several hundred samples were analysed. Members of staff participated in various activities associated with the radiation contingency plans and took part in the Bruce Nuclear Reactor exercise in June. Requests for assistance in cross-checking measurements increased and participation in the U.S. Environmental Protection Agency cross-check programs also increased. Low-level sampling is now under way for the Ministry of Environment's IJC Great Lakes project.

Health Studies Service

This service provides information and consultation on the possible long-term health effects of various agents associated with industrial processes, and makes recommendations for codes and standards.

The service cooperates with other branches, as well as with the Workmen's Compensation Board, the

Ministry of the Environment, the Atomic Energy Control Board and other groups concerned with the health of workers and the effects of industrial activity on the general community.

The major activities of the service during 1979-80 relate to the health of miners, nickel workers, and workers exposed to vinyl chloride monomer, and include the setting up of a system for the periodic review of mortality information within the province as an aid in identifying hazards. High priority is being given to the evaluation of carcinogenicity of certain substances. Steps are being taken for setting up a Laboratory of Environmental Pathology in cooperation with the University of Toronto to screen and evaluate substances newly introduced into industry for possible mutagenic effects. An epidemiological study is under way for asbestos workers. A mortality study on over 46,000 former and present miners, including about 16,000 uranium miners, is being conducted at present in cooperation with the Workmen's Compensation Board and Statistics Canada.

The service has a complement of eight medical consultants, a statistician and support staff.

Safety Studies Service

This service undertakes multidisciplinary research of factors which contribute to occupational accidents and diseases. It consists of six professionals representing engineering, ergonomics, applied physiology, psychology, and statistical testing. This multidisciplinary approach allows insight into the short- and long-term effects of various actions, procedures, equipment and environmental factors in the workplace.

The service has recently attained its complement of professionals. In the past year, recommendations for review of regulations were made. Staff act in a consultative capacity for the line branches. Research objectives are formulated to provide useful information on applied problems to reduce occupational injuries and diseases within the province. The objectives are achieved through the combined use of existing information and self-initiated data collection. The information obtained is then disseminated through the consultative role of the service, seminars, and in published format.

Some areas of study activity include fall protection, commercial diving, personal protective equipment, safety correlates of physical fitness and degenerative disease of the lumbar spine.

Standards and Programs Branch

Alan D. Heath
Director

The responsibilities of this branch are to coordinate the development and evaluation of Occupational Health and Safety Division policies and programs on behalf of the assistant deputy minister, to assemble and analyse data on workplace hazards and to coordinate the development of programs to control the exposure of workers to hazards in the workplace.

On March 31, 1980, the branch had a staff of 79, including the director, 43 professionals and a secretarial and clerical unit of 35.

1979-80 Activities

- continued development of regulations for asbestos, silica, lead, mercury, isocyanates, vinyl chloride monomer and noise;
- continued to develop chemical hazard screening mechanisms for selection of hazards for further assessment and controls;
- developed a control strategy for coke oven emissions and discussed with labour and management. Comments are being received;
- completed background studies for benzene, hexavalent chromium compounds and acrylonitrile; background studies are under way for arsenic, formaldehyde and labelling of hazardous substances;
- coordinated regulations under the Occupational Health and Safety Act, 1978, published in the September 29, 1979 issue of *The Ontario Gazette*;
- continued program plans for implementation of the Occupational Health and Safety Act, 1978 and regulations. Discussions on extended coverage were held with labour and management representatives from health care, police, fire fighters, dentists and education;
- continued development of industry sector analysis for health, education, laboratories, police and fire fighters. Work is under way for the preparation of guides and checklists for these sectors;
- coordinated drafting of regulations and guidelines for health care facilities;
- completed operating manual for the Industrial Health and Safety Branch;
- continued to provide support to the line branches by monitoring the edit, coding and filing systems of inspection reports and lost-time injury reports (Form 7) from the Workmen's Compensation Board;
- additional details on the resource requirements of the division resulting from the Occupational Health and Safety Act, 1978 (proclaimed October 1, 1979) were prepared and documented for presentation to Management Board;
- developed monitoring charts which provide a visual display of performance for a selected number of measures. These charts serve as a monthly control system which will alert the division when performance varies significantly from planned or expected levels;
- operation of the data bank continued to be located in the Research Branch of the ministry. Modifications to the system were made to improve its utility and to accommodate changes in the information received from the WCB;
- a method was developed which allows for the identification and ranking of industries by health and injury record. To date, this ranking has been carried out on the basis of total compensation

Program Analysis and Implementation

N. Ignatieff
Assistant Deputy Minister

payments per worker. For the 18 industries with highest compensation payments, the major problem areas have been identified in terms of type of accident and source of injury. These 18 industries account for 55 per cent of compensation payments and 25 per cent of the work force;

- continued to operate the occupational health and safety information toll-free Zenith line. Questions were directed to appropriate officials throughout the division. Over 19,000 calls were received, of which 23 per cent related to occupational health and safety;
- continued to provide administrative support in the allocation of \$3 million Provincial Lottery funds for occupational health and safety;
- made public presentations to various groups on the Occupational Health and Safety Act, 1978, as requested.

The Assistant Deputy Minister of Program Analysis and Implementation monitors existing programs and policies to determine their effectiveness, and assists in the development of new legislation, policies and programs to achieve ministry objectives. This includes responsibility for the ministry secretariat which coordinates the preparation of policy submissions, ministerial correspondence and liaison with other ministries.

The assistant deputy minister is also responsible for the activities of the Research Branch, the Handicapped Employment Program and the Employment Standards Branch.

The office of the assistant deputy minister, including the secretariat, has a staff of six.

Research Branch

*G.S. Swartz**
Director

The research branch offers a variety of research and information services to the Ministry of Labour, other government agencies, private businesses, labour unions, and members of the general public. These services include:

Research Activities

The branch applies a range of research techniques to gather new information and place defined labour problems in new perspectives. Among its activities are analyses of historical patterns and forecasts of future trends, examinations of the practices of other provinces and nations, and surveys of current labour issues. This work supports the assessment and formulation of government policy. The branch answers requests for specific information and assistance from other government agencies, the private sector, and the general public.

Maintenance and Analysis of a Data Base

The branch collects, verifies, analyses, and publishes on both a regular and an occasional basis many kinds of data important to the government and the private sector. These data allow the government to administer its programs efficiently and help to define areas in which new policies are needed.

Library Services

The ministry library collects up to date information on a wide variety of subjects relevant to the ministry and makes it available to users in government and to the general public.

Branch Organization

In order to fulfill these specialized functions the branch retains a full-time staff of 66 persons.

The Research Branch is organized in three sections:

- Working Conditions
- Labour Relations and Collective Bargaining
- Ministry Library

1979-80 Activities

Working Conditions and Employment Opportunities

The primary research responsibilities of this section pertain to Employment Standards and Working Conditions and, transferred over during the fiscal year, support for the Women's Bureau and Women Crown Employees Office. Analytical and data services are also provided in the area of Occupational Health and Safety.

Employment Standards

During fiscal 1979-80, the section focused heavily on survey activities. A survey of wages and employment standards in Ontario industries involved questionnaires being sent to over 8,000 establishments. The information collection stage of a survey of labour turnover and absenteeism was completed and a survey of tips and related practices in licenced premises initiated. Assistance was also provided to the Employment Standards Branch in the design and evaluation of its pilot project carried out to determine the extent of compliance with existing equal pay laws.

A range of policy issues was examined including electronic surveillance in the workplace (on which a background paper was published) and extended employment standards coverage for household domestics.

The Working Conditions unit also worked with the Women Crown Employees Office in producing the Annual Report on the Status of Women Crown Employees. Various issues relating to women in the labour force were also examined, and a report prepared on the incidence and scope of affirmative action activities for women in Ontario. In the area of occupational health and safety, the section continued to maintain a data bank on work injuries in order to supply statistics required by the Occupational Health and Safety Division, and monitored refusals to perform unsafe work.

Legislative developments in other jurisdictions, particularly relating to employment standards, were monitored and responses prepared to various requests received from external agencies.

Labour Relations and Collective Bargaining

This section is responsible for research activities in the area of labour relations and collective bargaining, including operation of the Collective Agreements Library.

* Gerald Swartz resigned as director effective April 30, 1980. Dr. F. Whittingham was appointed director effective September 2, 1980.

Collective Bargaining

This section continued to prepare monthly and quarterly reports on the case activities of the Ontario Labour Relations Board and the Ontario Conciliation and Mediation Service, and reported regularly on their operations, policies and procedures. It also prepared monthly reports jointly with Labour Canada on collective bargaining settlements and negotiations, summarizing changes in wages, benefits and working conditions negotiated in all collective agreements covering 200 or more employees in the province. More than 600 such agreements were reported on. In addition, quarterly reports were prepared on wage developments in these same major agreements, showing cents-per-hour and percentage increases in base wage rates on an average annual and contract year basis.

The section continued to compile and analyse data on the most commonly negotiated provisions in major collective agreements, providing this information to the ministry's conciliation and mediation officers engaged in dispute resolution, and to management and union negotiators involved in the bargaining process.

Collective Agreements Library

The Collective Agreements Library maintains a current file of the texts of all collective agreements negotiated in Ontario. At the year's end the library's file contained 7,460 agreements covering a total of 1,308,000 employees in all industries under federal or provincial jurisdiction where collective bargaining takes place.

During fiscal 1979 the library helped approximately 4,700 visitors representing business, labour unions, industrial relations consultants, law firms, government agencies and the general public to obtain information from the documents on file. In addition, it answered more than 4,000 telephone requests for information, involving searches of 5,500 agreements for data on wage rates, fringe benefits and working conditions.

Ministry Library

The Ministry Library is an up-to-date information centre for materials on all major labour issues, especially those covered by the Ministry of Labour's programs. It serves ministry personnel and, to the extent of its resources, the general public.

The library retains a staff of 15, of whom six are professional librarians. Each librarian specializes in one or more of the fields of industrial relations, manpower and employment, human rights, and occupational health and safety.

In addition to its normal lending, purchasing, and indexing activities, the library answered over 10,000

reference inquiries from both ministry and non-ministry personnel, carried out 450 specialized on-line computer searches for reference information for ministry staff, and prepared special bibliographies.

1979-80 Publications/Research Branch

Collective Bargaining Settlements and Negotiations in Ontario (monthly)

Wage Developments in Collective Bargaining Settlements in Ontario (quarterly)

Collective Agreement Expirations, 1980 (annual)

Hours, Wages and Related Payments in the Ontario Construction Industry, 1979 (annual).

1979-80 Publications/Ministry Library

Library Bulletin:

Occupational Health and Safety Topics (biweekly)

Library Bulletin:

Labour Relations, Employment and Human Rights Topics (monthly)

Selected bibliographies

Index to Ontario Human Rights Commission Boards of Inquiry

List of courses and faculty members in Canadian universities and community colleges teaching courses in the area of industrial relations.

Employment Standards Branch

John R. Scott
Director

The Employment Standards Branch provides protection for approximately three and three-quarter million Ontarians in the area of minimum wages and basic working conditions.

The Employment Standards Branch is responsible for the administration and enforcement of:

- The Employment Standards Act
- The Industrial Standards Act
- The Fair Wage Schedules on Government Contracts, and
- The Employment Agencies Act

The branch also includes the Employment Adjustment Service, a special ongoing program to assist labour, management and government in the area of manpower adjustment problems.

The branch has a complement of 127: a director, executive assistant, administrator of field services, specialists, supervisors, managers, employment standards officers and support staff.

1979-80 Activities

Employment Standards Act

The intent and purpose of this Act is to prevent exploitation by providing for minimum standards of wages and working conditions. The primary aim of the legislation is to assist the segment of the population which has little or no collective bargaining power.

The branch investigates complaints made by employees and conducts investigations of selected groups of industries across the province.

Employers are encouraged to comply with the legislation on a voluntary basis through advertising programs, public speaking engagements and special seminars conducted on employers' premises.

During 1979-80 the branch conducted eight seminars through community colleges.

The branch has expanded its Equal Pay for Equal Work program.

Intake and Response

The primary objective of the Intake Section is to provide efficient, courteous and helpful responses to the public.

During 1979-80, this section responded to 448,792 telephone inquiries, 13,840 letters of inquiry, and conducted 18,040 interviews.

Investigations

During 1979-80 the branch conducted 15,732* investigations under the Employment Standards Act. Collections were made on behalf of 23,447 employees for a total of \$3,755,746.

A comparative breakdown of these and other statistics may be found at the end of this report.

*Regular staff supplemented by temporary staff.

Employment Standards — Referee

The Employment Standards Act provides for a review of an order made by an employment standards officer against an employer. The appeal is heard by a referee selected by the Director, Employment Standards Branch, from a panel of referees.

A referee may also be appointed by the director to hold a hearing into situations where an employer has failed to pay wages owing to an employee, or where the director is of the opinion that an act, agreement or arrangement has been made to defeat the purpose of the Employment Standards Act. (See table on appeals.)

Agricultural Industry Advisory Committee

This committee advises the Minister of Labour on matters relating to the application of employment standards legislation to agricultural workers and the development and modification of employment standards appropriate to the agricultural industry and its different sectors.

Industrial Standards Act

The Industrial Standards Act provides a means whereby employees and employers may jointly request a schedule of working conditions for their particular industry. When the schedule has been prepared and accepted by both groups and has been approved by the ministry, the schedule becomes the standard for that industry or trade in a designated zone.

Any properly defined industry may take advantage of the legislation; it is now being utilized by the garment and fur industries and some of the construction trades.

The schedules made under the Industrial Standards Act are generally administered by an advisory committee consisting of representatives from labour and management. All matters are subject to the approval of the Director of the Employment Standards Branch.

Advisory Committees Industrial Standards Act

Advisory committees are appointed under the Act to hear complaints of employers and employees and generally to assist in carrying out the purpose of the legislation.

There are two types of committees. The first is involved with industries which manufacture products that are interprovincially competitive. There are four such committees in the garment industry which have province-wide schedules. They are authorized to assess employers and employees to provide funds for administering and enforcing their schedules.

The four industries are: Fur, Ladies' Cloak and Suit, Ladies' Dress and Sportswear and Men's and Boys' Clothing. Each committee provides its members with financial statements and a general report on committee activities on an annual basis.

The other type of committee has no assessment authority and committees formed are largely dependent on the ministry for effective action or enforcement of their schedule. This type is considered as being advisory to the ministry as opposed to the self-funding committees which act as administrative agencies for the industries they represent.

Eleven committees exist in this second category, assisting in the administration and enforcement of schedules that apply to seven trades in the construction industry, including bricklaying and stonemasonry, electrical, lathing, painting, plastering, plumbing and heating and sheet-metal work.

Fair Wage Schedule on Government Contracts

The Fair Wage Schedule on government contracts ensures fair labour rates for employees working on government projects in the construction, building cleaning and security industries, and protects contractors from unfair competition based on labour costs when bidding on government contracts. Before tenders are invited for specific projects, a government ministry must obtain guidelines from the Employment Standards Branch on the minimum wage rates for each job classification and the maximum hours of work.

During 1979-80, fair wage provisions were included in 1,349 contracts which had an estimated value of \$413,391,926.

Employment Agencies Act

The purpose of the Employment Standards Act is to provide the licensing and regulation of employment agencies in Ontario. "Employment Agency" is defined, in part, under the Act, as the business of procuring for a fee, reward, or other remuneration, persons for employment or employment for persons.

Class A employment agencies are prohibited from charging a fee for any service rendered to any person procured for employment. In classes B, C and D, the persons for whom work is found may be charged a fee not greater than the limitations in regulations under the Act.

Employment Adjustment Service

The Employment Adjustment Service plays a liaison/consulting role between parties faced with potential employment disruption and public or private sector institutions which assist the employers and employees involved.

Activities of the service include:

- monitoring layoffs and terminations in situations where 25 or more employees are involved;
- exchanging information and maintaining contact with other provincial and federal government agencies;
- advising employees and employers of the requirements of the termination legislation;
- assessing the need for, and participation in, the establishment of adjustment committees both in the formal sense and on an ad hoc basis.

The principal mechanism employed is the Manpower Assessment and Incentive Agreement process of the Canada Manpower Consultative Service. The Ministry of Labour, through the Employment Adjustment Service, is a financial contributor to and a participant in the program. The agreement sets up a committee consisting of employee representatives, management representatives and an independent chairman to

assist employees affected by large-scale terminations to re-establish themselves in new employment.

The service, along with the Canada Manpower Consultative Service, may become involved in general unemployment situations. In 1979-80 for example, the Advisory Committee on Surplus Teachers in Ontario was formed to address the problems facing an estimated 10,000 teachers who will become redundant during the next five years.

The Employment Adjustment Service currently consists of two officers and a secretary, supported by the inspection services of the Employment Standards Branch.

Assessments

	Amount Collected		No. of Monetary Standards Assessed Against Employers		Total Assessments Made Under Individual Standards For Employees	
	1978-79	1979-80	1978-79	1979-80	1978-79	1979-80
Minimum Wage	\$ 96,103	\$ 130,866	403	496	974	1,009
Equal Pay for Equal Work	8,312	66,607	8	11	29	50
Overtime	466,424	537,234	870	1,006	3,299	3,813
Termination	592,465	639,435	1,680	1,624	1,988	1,882
Vacation Pay	731,347	938,183	6,345	6,317	11,513	15,756
Public Holidays	303,745	409,667	737	805	3,393	7,717
Industrial Standards	1,219		1		1	
Fair Wage	8,157	12	9	1	74	1
Pregnancy	1,903	5,825	5	7	5	7
Collection of Wages	936,485	1,027,707	3,610	3,698	4,998	5,475
Benefits		210		2		2
Total	\$3,146,160	\$3,755,746	13,668	13,967	26,274	35,712

	Employers Assessed		Employees Benefiting Financially	
	1978-79	1979-80	1978-79	1979-80
	8,298	8,634	18,352	23,447

Appeals

	1978-79	1979-80
Appeals (Section 50)	180	185
Results		
Order Confirmed	8	48
Employer Upheld	1	4
Order Varied	—	7
Appeal Withdrawn	44	25
Appeal Pending at end of fiscal year	127	101
Total	180	185

Employment Agency Licenses

Class	Initial		Renewal		Total	
	1978-79	1979-80	1978-79	1979-80	1978-79	1979-80
A	169	177	563	581	732	758
B	—	4	11	9	11	13
C	—	—	—	—	—	—
D	4	5	24	21	28	26
Total	173	186	598	611	771	797
Revenue	1978-79	1979-80				
	\$78,050	\$78,400				

Court Action

	Revised 1978-79	1979-80
Cases	60	38
Cases Dismissed	7	4
Cases Withdrawn	18	12
Cases with Conviction	20	19
Cases settled before Trial	15	3
Fines Levied by the Court	\$4,465	\$13,175

Permits

	1978-79	1979-80
Overtime Permits	627	532
100 Hour	219	265
Special	408	267
Handicap Work Permits	78	53
Individual	48	29
Group	30	24
Homeworker Permits	233	244

Fair Wage Schedule

	1978-79	1979-80
Construction		
Number of Contracts	1,299	1,198
Dollar Value	\$422,314,437	\$405,479,882
Building Cleaning and Security		
Number of Contracts	203	151
Dollar Value	\$ 5,588,672	\$ 7,912,044

Employment Adjustment Service

	1978-79	1979-80
Termination cases involving 25 or more employees		
Cases	97	190
Employees	10,133	21,636
1. MAIA		
Cases	48	56
Employees	5,747	6,509
Financial Commitment	\$49,925	\$59,400
2. Ad Hoc		
Cases	—	—
Employees	—	—
3. Technological Change		
Cases	63	49
Employees	6,494	N/A

Handicapped Employment Program

Barbara Earle
Coordinator

The Handicapped Employment Program was established in September, 1978 to maximize employment opportunities for physically handicapped citizens in the private sector. The program plans to meet its objective by:

- increasing employers' knowledge of, awareness of, and commitment to, employment of the handicapped;
- identifying, exploring and determining means to resolve barriers to employers' hiring of physically handicapped persons;
- developing strategies and models to maximize the matching of employers with employable physically handicapped citizens;
- developing strategies to improve handicapped citizens' opportunity for employment.

The Handicapped Employment Program had a complement of three during 1979-80: a manager, a community relations coordinator and one support staff.

Early in 1980, approval was received to expand program staff to eight, including: one manager, five handicapped employment consultants, one information clerk, and one receptionist-secretary.

1979-80 Activities

The Handicapped Employment Program has initiated early program delivery activities, based on the advice received by programs, groups and individuals concerned with handicapped employment, with whom the program consulted during its first year.

Early program delivery activities have included:

- undertaking an affirmative action demonstration project in Hamilton, in cooperation with the Ontario March of Dimes to develop and test a community-based model for the employment of physically disabled persons;
- provision of response to employers, disabled persons, agencies, professionals and others seeking support and advice to increase employment of disabled persons;
- development of an information centre relating to handicapped employment, for use by employers, agencies, and the public;
- development of publications including introductory information binders and local resource kits for employers undertaking affirmative action, and a résumé and job search guide for handicapped persons. Continued distribution on request of *I Am More Than You See*, a guidebook for employers on hiring the physically handicapped;
- initiation of a variety of pilot projects and employer contacts to test priorities and strategies for increasing handicapped employment;
- initiation of research projects to study means of resolving various barriers to the employment of disabled persons;
- policy development contributions in coordination with other government programs, including the Ontario Manpower Commission, and the Secretariat for Social Development;
- delivery of a program of equal opportunity for the physically handicapped within the Ministry of Labour. Support to the Civil Service Commission in the development of a government-wide program of equal opportunity;
- development of an Experience '80 Program, based on last year's successful program, which will place 20 students in employment-related projects across the province.

Administration Division

D.J. Morgan
Executive Director

The Administration Division is responsible for providing administrative support for the operating branches of the ministry. The support activities consist of Finance, Personnel, Systems and ADP, Administrative Operations, Information Services and Internal Financial and Management Auditing.

Finance Branch

G.A. Webster
Director

The Finance Branch provides a complete range of accounting and financial advisory and consultative services to management, employees, customers and suppliers of the Ministry of Labour. The branch liaises with all other branches of the ministry, Management Board Secretariat, the Provincial Auditor and all other ministries. There are five program areas:

- Administration
- Revenue
- Financial Planning and Control
- Accounts Payable
- Payroll

The branch complement during 1979-80 was 38.

Administration

This service includes the provision of accounting and financial advice and consultation as required.

Revenue

In addition to recording, depositing and reporting all revenue received, this section also administers the accounts receivable system.

Financial Planning and Control

This section coordinates and compiles the ministry's "Management by Results" submissions, compiles estimates and prepares the annual budget, controls and reports on expenditures and prepares monthly financial reports and statements.

Accounts Payable

This section administers the processing and payment of suppliers' invoices, employee travel expenses and internal financial transactions.

Payroll

In addition to regular payroll services, this section is responsible for employee attendance credit reports.

1979-80 Activities

	General Expenditure	General Revenue
Ministry Administration	\$ 8,033,020	\$ 30,000
Industrial Relations	2,956,000	26,000
Women's Programs	653,000	
Occupational Health and Safety	23,892,000	6,278,000
Employment Standards	3,074,000	169,000
Ontario Manpower Coordinating Committee	251,000	
Human Rights Commission	1,862,000	
Labour Relations Board	2,413,000	4,000
Credits		80,000
Total	\$43,134,020	\$6,587,000

Personnel Branch

N.E. Mayne
Director

During the year 1979-80, the staffing classification and compensation, and staff development and counselling of the ministry's employees required a Personnel Branch complement of 19, consisting of 10 professional and nine support staff. The branch operates on a specialist basis with a director, four recruiting officers, three classification officers, one staff development officer and one benefits officer, supplemented by clerical support and part-time specialists as required.

During the fiscal year, the ministry had a net increase of 210 positions which brought the ministry's classified position strength to 1,404 as of March 31, 1980.

1979-80 Activities

Staffing

During the fiscal year 1979-80, the recruitment section continued to experience a high level of activity in staffing throughout the whole ministry. Once again, the section coordinated the summer student employment program.

Classification and Compensation

The classification section provided consultative services to management on organizational planning and development and was responsible for the classification of all positions in the ministry.

Staff Development

The staff development section was responsible for the training and development activities of the ministry. The main area of responsibility included consultation and assistance to both management and employees on training and developmental subjects.

Benefits Counselling

The counselling activities for the ministry related to conducting exit interviews, handling personal problems, conducting the Retirement Program and administering various appeals.

Systems and ADP Branch

W.H. Lehman
Director

The Systems and ADP Branch serves all aspects of client needs in the areas of systems development, including design, implementation, maintenance and data and operational processing. Systems activity is very often involved in the legislative process pertaining to Acts and regulations inherent in user programs. Areas of activity can be generally categorized as follows:

- Commercial systems involving management information on activity and control of various program managers' systems, including accounting and personnel applications.
- Scientific and research applications for evaluation and statistical analysis involving medical specialists, engineers and economists.
- Consultative services regarding concepts, technical feasibility and cost/benefit analysis.

The branch objectives are:

- to provide clients with viable systems that will meet their needs, observing cost/benefit, user requirements and legislation;
- to apply professional project management techniques that will make provision for control, progress reports and quality review of all projects undertaken;
- to document major systems to ensure that they can easily be maintained or updated as necessary.

The branch staff consists of a director, three managers, nine management services officers (analyst programmers), plus contract as required, a secretary, a receptionist/typist, four computer technicians, 13 data entry operators, and four quality control clerks - a total of 36.

New Development and Maintenance Projects On About 40-60% Ratio

Research Branch	20 - 25	(Continuous)
Manpower	5 - 10	(New)
Occupational Health and Safety	7 - 10	(4 New)
Human Rights	2	(Ongoing)
Women's Bureau	2	(Ongoing)
Administration Division	7 - 10	(4 New)
Ministry of Consumer and Commercial Relations	7	(Ongoing)
Ministry of Colleges and Universities	2	(Ongoing until Sept./Oct. 1980)?

Budget

Gross	\$ 1,079,200
Recoverables:	
Ministry of Consumer and Commercial Relations and Ministry of Colleges and Universities	280,000
Net Labour	\$ 799,200

Processing Volume

Input approximately (Records)	3,006,502
Jobs submitted	8,298
Output lines printed	31,513,898

Approximate Budget Expenditure

Systems development	\$ 390,096
Data entry production and control	354,573
Computer services	211,200
Administration, supplies, travel, etc.	123,331
	\$ 1,079,200

Administrative Operations Branch

R.R. Hogarth
Director

The Administrative Operations Branch provides administrative support services to the ministry's line and staff operations in the head office and 12 district office locations, plus nine Mining Health and Safety Branch offices located throughout the province.

Support services provided include records management, purchasing, inventory control, warehousing and supply, reprographics, mailing, office accommodation and transport.

Administrative support is provided to the Ministries of Consumer and Commercial Relations and Colleges and Universities in those district offices where premises are shared.

Reporting to the Executive Director of Administration, the director of the Administrative Operations Branch is assisted in the operation by a records manager and three records officers, three purchasing officers, a supervisor of office services, a supervisor of reprographics, an accommodation officer, 12 district office administrators and 86 clerical and technical staff.

1979-80 Activities

During 1979-80, the alteration/leasing program was continued to provide accommodation for an enlarged ministry. In many locations, alternative or enlarged premises were required. In conjunction with the Ministry of Government Services, some of the field locations were relocated and an alteration program implemented and/or completed. The scope of the accommodation program has dictated that it be carried over into the 1980-81 fiscal year.

A major laboratory facility for the Radiation Protection Section of the Special Studies and Services Branch was occupied in 1979. Construction is near completion for the new laboratory facilities for the Occupational Health and Safety Division. These facilities were negotiated and coordinated by Administrative Operations on behalf of the Occupational Health and Safety Division.

The growth in the workload of the reprographics unit continues. The trend, which began after all headquarters operations were finally housed at 400 University Avenue in Toronto, is such that the projected volume for 1980-81 is 14,000,000 impressions.

The substantial complement increases within many of the ministry's operating branches, boards and commissions, have resulted in increased workloads in all areas of Administrative Operations Branch activities. Changes to the managerial structure of the Occupational Health and Safety Division at the district and field office level have placed increased pressure on the clerical support staff. At this point, they have been able to respond satisfactorily. Procedures and staffing levels will be constantly under review in the 1980-81 fiscal year to ensure that a proper level of support is maintained.

Bilingual clerical support staff have been recruited or trained for those district offices designated as bilingual. This includes the two most recently opened offices in Timmins and St. Catharines.

Information Services Branch

J.W. Preiner
Director

The Information Services Branch administers an on-going program of two-way communication between the ministry and the general public in order to facilitate the achievement of ministry goals. In fulfilling this mandate, the branch provides the following services:

Consultation

Branch staff advise senior ministry staff, including the minister, deputy minister and assistant deputy ministers on the communications implications of ministry policies, programs and initiatives.

Planning

An integrated communications component is essential to the achievement of program goals. Branch staff identify communication needs and develop advertising, public relations and promotion programs to assist in the achievement of these goals.

Implementation

Branch staff are responsible for implementing communication programs designed to inform the ministry's client groups of the philosophy, policies and programs of the ministry. They prepare speeches and news releases, pamphlets, brochures and other printed material, exhibits and audio-visual aids. They also manage the ministry's advertising program and assist in the presentation of seminars.

At the end of the fiscal year the branch had a complement of nine – a director, five public relations officers and four support staff. Each officer provides consultative, planning and implementation services in the course of managing ministry communications programs.

1979-80 Activities

Audio-Visual

The branch co-produced, "Affirmative Action Update" an 18-minute film, with the Women's Bureau. The film was designed both for public information and for use as a training aid in the bureau's program.

A series of videotape presentations has been developed for seminar and training purposes for several line branches.

The branch prepared and produced audio-visual aids to assist several branches in the Occupational Health and Safety Division with special presentations, as well as the Employment Standards Branch's Equal Pay communications program.

Media Relations

Thirty-nine news releases were issued.

The District Media Liaison Representative system, by which an officer in each district office acts as liaison between the local media and the ministry, continues as a very effective extension of the media relations function. Visits were made to DMLR representatives and local media in the northern locations.

The daily tape-recorded "Datebook" telephone service continued to provide useful information for the news media.

Advertising

A major advertising campaign was undertaken for the Occupational Health and Safety Division to announce the Occupational Health and Safety Act. Print advertisements ran in all daily, weekly and ethnic newspapers. Radio and television commercials supported the newspaper announcement.

The newspaper advertisement was pre-tested for comprehension and acceptability and a survey was conducted afterward on readership and reader attitudes.

Print announcements were published in local newspapers to announce a new Employment Standards district office. The Radiation Protection Service of the Special Studies and Services Branch used a trade paper advertisement to request veterinarians to register x-ray equipment.

The Ontario Human Rights Commission television commercial "Forest Fables" continues to run as a public service announcement.

Publications

The following new brochures/publications were produced:

New Skills for Women – a brochure providing basic information for women interested in a career in the skilled trades;

Affirmative Action for Women in Ontario – a survey of the incidence and scope of affirmative action activities for women in Ontario;

Women's Bureau Newsletter – three issues;

The Selection Process in the Ontario Civil Service – a pamphlet prepared by the Women Crown Employees Office in cooperation with the Civil Service Commission provides a brief outline of the selection process used in making a hiring decision in the Ontario Civil Service;

Maternity Leave in the Ontario Public Service – a pamphlet prepared to provide information on maternity leave provisions for employees in the Ontario Public Service;

Summary of Mining Accident and Employment Statistics 1978 – annual publication;

The Nursing Consultant – a pamphlet describing the Nursing Consultant Service;

An Occupational Health Nurse's Guide – a guide describing how to develop and maintain an occupational health service policy and procedure manual;

Occupational Health in Ontario – three issues;

Extracts from the Occupational Health and Safety Act, 1978 – posters in seven languages for posting in the workplace;

The Occupational Health and Safety Act, 1978 – three consolidated booklets including the Act and Regulations for, Construction Projects, Industrial Establishments and Mines and Mining Plants;

Building a Better Supervisor-Steward Relationship – a mediator's training manual including session guides;

Conciliation and Mediation – a pamphlet describing activities of the Ontario Conciliation and Mediation Service;

Preventive Mediation – a series of three pamphlets describing the activities contained in this program;

Large Scale Terminations – a pamphlet describing the basic requirements of the Employment Standards Act with respect to large scale layoffs and terminations, and introducing the government agencies that provide assistance;

Employment Standards Procedure Manual – an operations manual designed for use by Employment Standards field personnel;

Government of Ontario Affirmative Action Council Annual Report 1978-79;

Women Crown Employees Annual Report 1978-79;

Second Annual Report of the Advisory Council on Occupational Health and Occupational Safety 1978-1979;

Ontario Human Rights Commission Annual Report 1978-1979;

Ministry of Labour Annual Report 1978-79;

The following brochures/publications were revised and updated:

Employment Facts for Ontario Students;

Employment Standards Abstract Poster;

Job Search;

Women's Bureau fact sheet 'Education'

The following publications were translated and printed:

Your Rights as a Worker in Ontario – Greek and Spanish;

Affirmative Action for Women in Ontario – French;

Equal Pay for Equal Work report – French;

Employment Facts for Ontario Students – French;

The branch also coordinated the reprinting of approximately 50 other brochures and materials.

Translation Coordination

The branch coordinated the translation of a variety of ministry letters, publications and documents into various languages.

Conferences, Seminars and Exhibits

The branch assisted in the design of a display for the Ontario Human Rights Commission.

The branch coordinated the arrangements for the 38th Annual Conference of the Canadian Association of Administrators of Labour Legislation.

The Ontario Quality of Working Life Centre

Dr. Hans van Beinum
Executive Director

The Ontario Quality of Working Life Centre was established in December, 1978.

The centre, the first of its kind in Canada, was created by the Government of Ontario on the recommendation of a joint labour-management advisory committee on the quality of working life. The committee was established in June, 1977, by Deputy Minister of Labour, T.E. Armstrong, QC, and has served under his chairmanship since that time.

The advisory committee acts as a steering body with respect to the overall policy and program of the centre.

The staffing and organization of the Quality of Working Life Centre is composed of two interlocking systems, a small permanent staff and a larger system of associates and temporary fellows.

The permanent staff of the centre consists of a small group of professionals with experience in a wide variety of fields such as labour, management, journalism, information sciences, industrial relations and the behavioural sciences. The centre has a complement of seven: one executive director, five program coordinators and one administrative assistant.

The centre works together with many other organizations and individuals in a variety of settings. In view of the strategic importance of QWL, the centre is building a network of collaborative relationships with a range of interested organizations. Special relationships have been adopted with the Niagara Institute and with York University and the International Council for the Quality of Working Life. Dr. van Beinum is executive director of the Quality of Working Life Program of the Niagara Institute, and adjunct professor in the Faculty of Environmental Studies, York University.

The aim of the centre is to contribute to the improvement of the quality of working life in Ontario. Through a set of related activities, the centre works to help increase both the understanding and practice of the quality of working life and to assist in its integration into the basic fabric of society.

The mandate of the centre includes:

- providing assistance in the design, implementation, monitoring and evaluation of quality of working life projects;
- providing for the education and training of individuals and organizations in quality of working life approaches;
- undertaking information collection and dissemination and research activities and generally promoting a broadly based interest in, and appreciation of, quality of working life concepts.

The working policy of the centre is based on the principles of joint involvement and shared responsibility. Improvement in the quality of working life can only succeed if management and labour are able to recognize areas where joint benefit is possible, and are willing to learn to work together as partners in these areas.

1979-80 Activities

There are five major program areas of the centre: consultation, field project work, education, dissemination of information, and research.

QWL Consultation

The staff of the centre meets daily with many different kinds of organizations in order to introduce and discuss the general quality of working life concept and to assist the organizations in examining the relevance and meaning of quality of working life for their own particular situations.

QWL Field Project Work

A major role of the Quality of Working Life Centre is to assist in the development and maintenance of actual programs to improve the quality of working life in Ontario. The centre works with interested organizations in activities ranging from the initial examination of values and policies respecting long-range planning related to the quality of working life, through the design of new systems, or the re-design of existing systems, to the monitoring and evaluation of quality of working life programs. The centre undertook five quality of working life projects in 1979-80.

Education

A wide-ranging education program is essential to the development and diffusion of quality of working life in Ontario. The educational activities offered by the centre range from general introductory sessions to programs tailor-made to fit the specific needs of one organization, to introduce some particular approach (e.g., participative re-design) or to explore an important area of concern within the quality of working life field (e.g., evaluation of QWL projects). In 1979-80 the centre held two one-day introductory sessions, four intensive two-and-a-half day seminars, and several tailor-made events.

Information Services

The centre is involved in collecting and disseminating information related to the theory and practice of quality of working life. In order to have access to the widest range of information, the Ontario centre is collaborating with the International Council for the quality of working life. The centre publishes a newsletter on quality of working life entitled *QWL Focus* as well as a series of occasional papers entitled "Issues in the Quality of Working Life" and provides information in response to specific requests.

Marnie Clarke
Director

Research

Although research is not one of its major activities, the centre supports and participates in a small number of research projects which have important practical implications. In this way, the centre hopes to contribute to the solution of some of the basic problems which hinder sustained development in the quality of working life field.

The centre is currently funding research on work-unit linking arrangements and quality of working life and the design of work systems.

Since its inception in 1963, the Women's Bureau objective has been to improve the status of women in the labour force through research and public education, and by encouraging the utilization of labour legislation and identifying labour force issues. The bureau serves the 1.8 million women presently working outside the home in Ontario and reaches out to young women considering career opportunities, as well as women re-entering the labour force.

The bureau clientele includes women's organizations, employers, employees, unions, educational institutions and community agencies. Issues demanding frequent attention in letters and telephone calls are pregnancy leave, change of name, unjust dismissal, discrimination in employment, equal pay and sexual harassment.

The bureau responds to public requests for information, referrals, advice and assistance. It operates a resource centre open to the public for research purposes and maintains a lending film library to meet the expressed need for audio-visual material on women's issues. Extensive research is conducted on the status of working women in Ontario and the bureau's officers and director undertake numerous speaking engagements throughout the province. Statistics and information on women's issues are also provided to the media.

The Women's Bureau continually develops and updates a number of publications which it distributes free of charge on request.

Topics covered are: female participation in the labour force, legislation, vocational guidance and affirmative action materials. To give better service to the needs of immigrant women, several of these publications are available in languages other than English and French.

In addition, the bureau prepares studies and policy recommendations relating to both legislation and enforcement for government consideration. An advisory service provides employers with encouragement and assistance in establishing programs designed to fully utilize the abilities of female employees. Counselling agencies and groups working with low-income, Native or immigrant women and those re-entering the labour force are supplied with programming assistance.

The Women's Bureau has three major program areas - Information and Communications, Affirmative Action and Community Outreach. As of March 31, 1980, the bureau operated with a complement of 17: a director, an administrative assistant, coordinators of research, affirmative action and communications, a research assistant, a community liaison officer, an employment counselling consultant, two affirmative action consultants, a resource centre clerk, a publications clerk and five support staff. In the coming year, an additional complement will be added with the hiring of an officer to work with the Affirmative Action

Consulting Service and liaise with the Advisory Council on Equal Opportunity for Women.

During 1979-80, the director and other staff participated in a number of ministry committees, providing input on the development of policy affecting the employment of women. The Women's Bureau will participate in the planning and monitoring of the upcoming expanded equal pay program, and in the delivery of its educational activities, through the direct involvement of the bureau's director and other bureau staff.

Advisory Council on Equal Opportunity for Women

Established in April, 1979, the seven-member council is drawn mainly from senior management and union ranks and is chaired by the director of the Women's Bureau. In fiscal year 1980-81, the council will be increased by two members—one from management and one from union.

The council's role is to increase the visibility and effectiveness of the Women's Bureau Affirmative Action Consulting Service and to encourage union-management cooperation on work-related issues affecting women. The council advises the Minister of Labour and the Women's Bureau on the needs of the Women's Bureau Affirmative Action Consulting Service clients and prospective client groups, and provides policy recommendations on affirmative action programs.

During its first year, the council held four meetings. Members have provided professional expertise in drafting a questionnaire for employers, joined bureau staff at speaking engagements, invited staff to participate in business group functions, and initiated preparation for a consultative tripartite seminar on voluntary affirmative action to be held in the fall of 1980.

1979-80 Activities

Information and Communications

The Information and Communications Unit monitors the changing status of women in the work force, develops policy studies and responds to requests for information from the media and the public.

Currently, the Women's Bureau publication list numbers some 30 different items, covering a wide range of subjects including labour legislation, affirmative action, vocational counselling and information on women in employment. A number of these publications are available in languages other than English to meet the needs of all groups in the province.

In 1970-80, 340,450 copies of Women's Bureau publications were sent out in response to requests from across the province. This represents a 40 per cent increase in distribution over the 1978-79 fiscal year. In the past year, staff updated the *Education Fact Sheet* and *Basic Facts*, two in a series of *Women in the Labour Force* fact sheets and revised *Labour Law in Action: Eight Case Studies About Women and Job Search*. A new publication, the *Ontario Report: Today and Tomorrow*, was coordinated and published by the Women's Bureau. It is available in both English and French.

In 1979, the bureau undertook a trial evaluation of its publications. Evaluation forms were sent out to all those placing bulk orders. Results indicated that major client groups were educational institutions, governments and community-based agencies. Seventeen per cent of respondents were new bureau clients. Most of those requesting publications were not familiar with the information provided and rated the material as excellent or good. The bureau will undertake an annual evaluation in the future to keep in touch with the needs of the public.

The *Women's Bureau Newsletter* is now mailed to approximately 7,500 individuals and organizations. In 1979-80, it focused on such issues as "Basic Facts - An Update", "International Year of the Child", "Quality of Working Life" and "Golden Jubilee of Women as Persons".

The bureau's audio-visual materials are available on loan to groups across Ontario. The collection now includes 22 films on such topics as the history of Canadian women, sex-role stereotyping, career choices, affirmative action, labour unions and day care. There are over 500 borrowings through the lending service in the past year.

Requests for speakers from the Women's Bureau came from all regions of Ontario. Topics of interest to these schools, colleges, universities, business women's groups and agencies were non-traditional jobs, the future of women in the work force and women and legislation. In 1979-80, 108 speeches were made, of which 40 per cent were outside Toronto. Interviews and contacts were also numerous this year. Issues of concern were unemployment, the role of women in the work force, equal pay for work of equal value, unjust dismissal and sexual harassment.

The bureau provided legislative, historical and vocational information, as well as referrals, to individuals and groups who wrote or called requesting such assistance. Material was provided for a variety of projects, studies, and forums on the status of women. Staff also served as consultants for conferences, seminars and other programs, acting as workshop leaders or resource persons. Staff responded to more than 545 telephone queries per month, providing information, assistance and referrals.

The Women's Bureau Resource Centre serves as an information source for individuals researching a broad range of issues relating to women in the work force. The centre is open to the public during regular office hours and contains a variety of materials, including research papers, theses, bibliographies, reports and newspaper clippings.

As part of its mandate, the bureau prepares studies and policy recommendations related to the status of women in employment. In 1979-80, a study was made of Industrial Day Care. A pamphlet on this topic will be produced in the coming fiscal year. In addition, a detailed resource file on Women and Small Business

Operations was developed. The bureau continues to monitor legislative and non-legislative developments in other jurisdictions, particularly with regard to equal pay, affirmative action and pregnancy leave. The bureau contributed to a study, "Maternity Leave in Canada", for the Canadian Association of Administrators of Labour Legislation.

Affirmative Action

The Affirmative Action Consulting Service of the Women's Bureau has continued throughout this past year to encourage employers and unions to establish formal affirmative action programs for women in their organizations.

Since 1975, consultants have contacted 346 employers. Meetings have been held with 227 of this group and ongoing consultative services are provided to 155 employers. Overall, the Women's Bureau consulting service has provided resources to a total of 440 employers, labour, professional and trade associations, management consultants and individuals.

Following discussions with the Ontario Human Rights Commission, the consulting service has approached the hospitality industry in order to advise hotel and restaurant operators of the need to include women in all aspects of this industry's work force, and to assist in the implementation of affirmative action activities. At this point, contact has been made through industry associations, although consultants intend to meet with individual employers in the future.

Interest has increased in the employer resource groups. The business resource group, which was initiated late last year, has a mailing list of more than 75. Meetings are hosted by various employers and have addressed such topics as legislation, and attitudes regarding women in the workplace. A second resource group for school board representatives was also formed. Membership in this group increased from six to 20 between the first and third meetings.

A final report on the survey "Scope and Incidence of Affirmative Action for Women in Ontario" was completed. This survey, conducted by telephone through a structured questionnaire, provided data from

1,804 respondents representing private sector firms with more than 100 employees. Of these, 710 claimed to have some affirmative action activities for women.

A three-day "Equal Opportunity Program Management Course" was sponsored by the Women's Bureau consulting service for 24 equal employment opportunity coordinators from the business community, municipalities and universities. The course was conducted by instructors from Wm. M. Mercer Ltd.

A new film, "Affirmative Action Update", described aspects of affirmative action programs implemented by five employers who have worked with Women's Bureau consultants.

Community Outreach Program

The Community Outreach Program functions in a consultative and advisory capacity to community, government and educational programs and services that provide vocational counselling and/or information on workers' rights and responsibilities in employment. The program's target groups are low-income women, young women in educational institutions, Native and immigrant women and mature seeking to re-enter the labour force.

Program staff develop and maintain close liaison with community-based organizations throughout the province in order to identify the target group's needs related to employment and to provide ongoing advice and program development assistance.

In line with these activities, the Community Outreach staff organized a luncheon meeting for representatives of women's service clubs in June of 1979, with the aim of exchanging information on such topics as labour legislation, career counselling and the services of the Women's Bureau. The meeting constituted the first formal outreach activity undertaken by the bureau with this particular sector of women's organizations, and

those in attendance expressed support for the initiative and continuing liaison.

The bureau continues to pursue the goal of women's increased participation in non-traditional occupations. In an effort to provide women with essential information regarding this field, a new publication called *New Skills for Women: Technology and the Skilled Trades* was produced. The pamphlet provides its reader with an overview of training opportunities and describes several important factors that should be taken into account when considering a non-traditional job.

At the present time, a joint federal/provincial program called "Introduction to Non-Traditional Occupations" (INTO) is serving as a major access route for women to these kinds of jobs. This program is sponsored by Employment and Immigration Canada, and is provided by community colleges. As the maintenance and strengthening of this program are very important, the bureau has formed a committee called the Committee on Non-Traditional Jobs for Women with representation from the Ministry of Colleges and Universities, Employment Canada, and community colleges. The committee works to identify barriers to the employment of women in non-traditional occupations, and to develop strategies to overcome them. The INTO program was also the subject of a conference held in January 1980, chaired by bureau staff. The conference brought together representatives from the community colleges and Canada Employment Centres and provided a forum for problem identification and information exchange.

The Women's Bureau summer student employment program, Experience '79, hired 28 students for placement with community organizations to work on projects relating to women and employment. In addition to those placed in Toronto, six students were located in northern Ontario, five in southwestern Ontario and six in eastern Ontario. Projects included employment counselling for immigrant women, research into non-traditional occupations for women, and the development of employment programs for Native women. Through the operation of the summer program the bureau is able to strengthen its liaison with community groups throughout the province and supply

them with additional support over the summer months.

Native women constitute one of the program's target groups and this year a training program was developed for Native women who had been hired to carry out a research project on the social service needs of Native single mothers. The training program consisted of eight full-day sessions and covered interviewing techniques, note-taking exercises, communication exercises and information on labour legislation. The research study, which carried the Ojibway title, "Epijig Ag Unjanua", meaning "Women and Their Children" was completed and made available for distribution in May 1980.

During 1979-80, the employment needs of domestic workers continued to be addressed by program staff. An active liaison with groups in the community who are involved in the issue assisted in ensuring that the Women's Bureau and, in turn, the Ministry of Labour, were kept informed as to the extent of public awareness and concern. Other activities involved assistance to immigrant aid agencies whose clients are employed as household workers, and the provision of information to the media.

One of the functions of the unit is to develop material on labour legislation that will be suitable for immigrant women; a publication produced last year in conjunction with the Information and Communications Unit, called *Your Rights As a Worker in Ontario*, was made available this year in Spanish and Greek. Its Chinese version was particularly timely with the influx of Indo-Chinese refugees. To date over 10,000 copies of this pamphlet have been distributed to the refugees, their sponsors, and community organizations.

Liaison activities throughout Ontario are of great importance in the work of the Outreach Program. The links that are made with counselling centres, immigrant aid agencies, Native women's groups, provincial government offices, community colleges and Canada

Employment Centres lead to a variety of results:

- focusing the attention of key people in the community on a specific issue: In September, a meeting was held on the topic of developing a support network for women in the trades. This meeting, which provided for those present a first opportunity to discuss the issue in a wider forum, brought together community college pre-trades training instructors, women's employment counsellors from Employment Canada and women representatives of organized labour. The meeting was held in Toronto and drew participants from Windsor, Waterloo and St. Catharines.
- development of employment projects: A visit by bureau staff to a regional community college office in Eganville led directly, through participation in the bureau's summer "Experience" program, to the creation of a craft business employing 12 Native women.
- raising level of awareness of government officials to the training needs of women: Program staff spoke to Apprenticeship Training Branch industrial consultants alerting them to the implications of women's increasing interest and participation in trades training and employment.
- contribution of bureau staff expertise to the administration of a federal government program: Staff participation on a review board of Employment Canada's Local Employment Assistance Program assisted in the approval of continued funding of a Native women's store in Kenora.

Women Crown Employees Office

Rita Burak
Director

Women Crown Employees Office (WCEO) was established in April, 1974, to implement the recommendations of the 1973 Green Paper, Equal Opportunity for Women in Ontario: A Plan For Action, related to improving the status of women employed in the provincial government.

The long-term objective of the Ontario Government's internal Affirmative Action Program is to raise the level and diversify the occupational distribution of women crown employees. The WCEO is responsible for stimulating and facilitating government-wide policies and practices to achieve this objective and for monitoring and evaluating progress.

The WCEO's client group includes the ministries and crown agencies of the provincial government and, through them, the women who work directly in the Ontario Public Service or are employees of crown agencies, such as the Workmen's Compensation Board.

The office has a complement of seven: a director, three program development officers, a program assistant and two support staff.

Experience '79

As part of the Ontario Youth Secretariat's Experience '79 Program, the WCEO offered a summer employment program which placed 14 students in various ministries to work on a wide range of affirmative action projects.

1979-80 Activities

Monitoring and Evaluation

The WCEO collected and prepared information from each ministry and crown agency for the Annual Report on the Status of Women Crown Employees. The office analysed each ministry and agency affirmative action plan and distributed a semi-annual data package to all ministries comparing the salaries and occupations of women in the Ontario Government. The office also conducted an in-depth evaluation of the program and its results to date.

Technical Assistance and Program Support

Resource materials on affirmative action by the WCEO provided technical advice and assistance to ministries and crown agencies as they developed and evaluated affirmative action plans. The office provided the following technical assistance packages for the Affirmative Action Program Managers: MBR Technical Assistance Package and Planning Tools, A Guide to Affirmative Action Hire/Promotion Targeting. It also conducted two workshops for affirmative action program managers on the preparation of affirmative action plans using the management by results (MBR process), and provided ongoing support to and participated in Affirmative Action Council task forces.

Information and Education

A resource centre of comparative information on affirmative action is maintained by the WCEO and is available to Ontario Government employees working on affirmative action projects.

WCEO staff participated in a variety of internal speaking engagements in order to increase understanding of the goals of the Affirmative Action Program. These included regular presentations to the Civil Service Commission's "Program Executive" Management Course, and its staffing training sessions for personnel administrators and program managers. The staff also spoke at ministry management committee meetings and ministry affirmative action representatives' meetings.

Details of the activities of the Women Crown Employees Office will be found in the 1979-80 Annual Report on the Status of Women Crown Employees.

Beth Kendall
Women's Advisor

In 1975, the Ministry of Labour appointed a part-time women's advisor. On July 1, 1976, the ministry converted the women's advisor position to fulltime, a substantial further commitment to making equal opportunity a reality within the Ministry of Labour.

The women's advisor reports to the deputy minister and liaises closely with the Personnel Branch, the Women Crown Employees' Office and the Women's Bureau.

The women's advisor provides a resource to branch directors in implementing affirmative action. She chairs a committee of branch representatives who act as a communications network to relay affirmative action information to ministry employees.

The women's advisor receives professional and clerical support from part-time secretarial and consultant services as required.

1979-80 Activities

The women's advisor conducted career counselling interviews, assisted branch directors to develop their individual branch affirmative action plans, monitored selected competitions, and visited work sites to obtain first hand information on non-traditional occupations.

She made presentations to the branch managers and the support staff of several branches and to some regional offices on the progress of the program. She reported regularly to the deputy minister and prepared semi-annual statistical reports on the status of female employees in the ministry. She maintains an inventory of all female employees in order to monitor hirings and promotions.

In-depth, two-day workshops were conducted on "How To be Interviewed Successfully". Lunch hour workshops continued: this year the emphasis was on such topics as stress and money management.

The women's advisor was elected to the Executive Committee of the Interministerial Affirmative Action Council and participated in the corporate outreach and word processing task forces.

Legal Services Branch

Paul Hess, Q.C.
Director

Legal Services Branch:

- drafts legislation as requested and gives advice thereon and presents it to legislative counsel;
- gives legal advice to the Ministry of Labour on problems pertaining to the interpretation and application of Acts and regulations;
- consults with the branches of the ministry on investigations into alleged breaches of the Acts and regulations and considers the sufficiency of the evidence and conducts prosecutions;
- acts as counsel to the ministry in inquiries and hearings held by or for the ministry under the Acts and, upon judicial review of any decision, acts as counsel in the courts;
- answers inquiries from the public regarding the application and scope of Acts and regulations;
- attends inquests into fatalities occurring at workplaces, where required;
- generally, provides legal services as requested or required.

Legal Services has a complement of a director, four lawyers seconded from the Ministry of the Attorney General, and support staff consisting of one investigator and four secretaries. All personnel are located in Toronto.

The conduct of prosecutions and appearances at inquiries or hearings is carried on throughout the province by the lawyers, who are required to be members of the Law Society of Upper Canada. Assistance is given by local crown attorneys in Hamilton, Kitchener, London, North Bay, Peterborough, Sudbury, Thunder Bay and Windsor, in the prosecution of violations on construction sites and in mines and mining plants.

Members of Legal Services Branch appeared as counsel for the ministry in approximately 87 applications for review of orders to pay made, or hearings under the Employment Standards Act.

During the fiscal year members of the branch appeared in 178 trials involving safety legislation and 48 trials involving employment standards.

Ontario Labour Relations Board

G.W. Adams
Chairman
D.K. Aynsley
Registrar and Chief Administrative Officer

The Ontario Labour Relations Board is an administrative tribunal responsible for the administration of the Labour Relations Act. Under this Act, the board:

- certifies trade unions as collective bargaining agents for employees;
- investigates and hears complaints of contraventions of the Act and grants remedial orders where the Act has been contravened;
- issues directions and declarations where unlawful strikes and lockouts have occurred;
- settles jurisdictional disputes arising out of the assignment of work;
- accredits employers' organizations and employer bargaining agencies in the construction industry;
- certifies employee bargaining agencies in the construction industry;
- arbitrates disputes relating to the interpretation of construction industry collective agreements;
- terminates bargaining rights, and
- grants leave to prosecute.

Composition

The board is composed of a chairman, 11 vice-chairmen (one, the alternate chairman), 10 employer representatives and 10 employee representatives. All are appointed by the Lieutenant Governor in Council. Under the Act, the board may sit in two or more divisions, provided a quorum is present in each division. One division has been designated as the construction industry division, handling most certification and termination applications in the construction industry and most disputes relating to work jurisdiction. The powers of the board in respect of certain matters may also be exercised by the chairman, the alternate chairman or a vice-chairman sitting alone.

It is common for five and, with increasing frequency, six divisions to be sitting simultaneously, sometimes in different parts of the province. While most cases are heard in Toronto, complaints involving discrimination in employment or cases involving a substantial number of witnesses are generally heard at or near the municipality in which the employer is located.

Administration

The Registrar and Chief Administrative Officer supervises the administrative operations of the board. He is responsible for the day-to-day performance of the board's 63 support staff and the efficient employment and supervision of the board's field staff. He is also responsible for the scheduling of cases. A senior solicitor heads the legal research staff. The Chief, Program Development is responsible for evaluating trends in industrial relations and developing programs for the board.

Other Board Responsibilities

In addition to its jurisdiction under the Labour Relations Act, the board performs adjudicative responsibilities conferred upon it by other provincial

statutes. The board has a jurisdiction under the Hospital Labour Disputes Arbitration Act to issue directions and declarations in the case of unlawful strikes and lockouts, to issue other remedial orders and to grant leave to prosecute. Under the Colleges Collective Bargaining Act and the School Boards and Teachers Collective Negotiations Act, the board exercises a wide supervisory and remedial jurisdiction. The Occupational Health and Safety Act, 1978, confers on the board the jurisdiction to attempt to settle and, failing settlement, to adjudicate complaints that employees have been disciplined, penalized or coerced because they have acted in compliance with the Act. The board has a jurisdiction under the Successor Rights (Crown Transfers) Act, 1977, to deal with problems arising out of the transfer of undertakings from the Crown to other employers.

Vice-chairmen of the board are also made available to perform public adjudicative assignments where needed. The board's vice-chairmen have acted as referees under the Employment Standards Act, as arbitrators under the Hospital Labour Disputes Arbitration Act, as arbitrators and mediators under the Police Act and as fact-finders and arbitrators under the School Boards and Teachers Collective Negotiations Act.

1979-80 New Initiatives

The position of Chief, Program Development, was created to provide the board with a senior staff person responsible for monitoring and evaluating board practices and procedures and recommending changes in policy that would enhance the board's ability to deal more efficiently with the labour relations community. Eleanor Meslin, a graduate of Osgoode Hall Law School and former labour relations officer, was appointed to this position.

No changes were made to the Labour Relations Act in 1979-80. In order to expedite the certification process where the parties are in agreement that certification would be granted at a board hearing, a waiver of hearing procedure is being initiated. Senior labour relations officers will be directly involved in administering this new procedure. To facilitate the expanded role of the labour relations officers and make them more available to assist with certifications, certification day was changed from Tuesday to Friday.

A new team concept was introduced into the labour relations officers' program. Senior officers have been appointed as team leaders to provide support and assistance to their team on a case-by-case basis and to provide the senior labour relations officer with an immediate overview of the field situation.

Pre-hearing meetings in jurisdictional disputes have been expanded to where the parties are requested to file preliminary statements on the issues to facilitate the effectiveness of these meetings with the vice-chairmen.

1979-80 Activities

Field Staff

The board employs a field staff of 19 labour relations officers, examiners and returning officers who assist in the administration of the Labour Relations Act. Their primary function is to promote and encourage the settlement of matters brought before the board. To this end, officers are actively involved in certification application, complaints alleging contravention of the Act and disputes arising out of the interpretation of collective agreements in the construction industry.

Members of the field staff convene formal meetings with the parties in certification applications involving a dispute over the composition of the bargaining unit. Field officers also conduct representation votes when an election is ordered by the board. In certification applications in which no issues are in dispute, field officers encourage the parties to waive the hearing.

The board emphasizes resolution, rather than adjudication, of labour-management disputes by encouraging the parties to settle voluntarily without a formal hearing. Over 80 per cent of the matters coming before the board under sections 79 and 112(a) are resolved following the settlement efforts of the field staff.

In 1975, the jurisdiction of the board was expanded to include the arbitration of disputes arising out of the interpretation of collective agreements in the construction industry. The large volume of grievances now brought to the board for resolution under section 112(a) has substantially increased the workload of the field staff. During 1979-80, 321 complaints alleging violation of a collective agreement were filed.

Board Reports

The board publishes a monthly report in two sections. The first section contains the full text of significant board decisions along with an index of summaries on the subject matter of these decisions. The second section lists the cases disposed of by the board, describes the bargaining units determined in certification cases and provides quarterly statistics on the board's operations.

Caseload

During the fiscal year, the board received a total of 2,482 applications. At the close of 1978-79, 397 cases were pending for a 1979-80 caseload of 2,879. Of these, 2,247 applications were disposed of in the fiscal year. At the end of the year, 448 cases were pending at various

stages of processing. Proceedings in the remaining 184 applications were adjourned *sine die* (without a fixed date for further action), at the request of the parties. The board held a total of 1,849 hearings in all cases, of which 24 were conducted by vice-chairmen sitting alone.

Below is a discussion of the types of cases the board dealt with during the year, accompanied by statistical tables. Table 1 shows the number of cases received, disposed of, adjourned *sine die* and pending by type. Statistics comparing case filings and dispositions in the last five years are presented in Table 2. Statistics on the results of representation elections and on the size of bargaining units are given in Tables 3 and 4. Table 5 shows the distribution of certification applications by the length of time required for disposition.

Certification of Bargaining Agents

During the year, the board received 1,136 applications for certification of trade unions as collective bargaining agents of employees. An additional 156 applications were carried over from the previous year, making a total certification case load of 1,292. Of these, 1,103 were disposed of and the remaining 189 were either adjourned *sine die* or were pending as of March 31, 1980. Of the 1,103 applications disposed of, certification was granted in 792 (72 per cent), 163 were dismissed and 148 were withdrawn.

Of the 955 cases that were either certified or dismissed, final decisions in 137 were based on the results of representation elections. Of these, unions won 87 and lost 50 (Table 3). A total of 9,522 employees was eligible to vote in these elections, of whom 7,067 (74 per cent) participated. In the 87 elections which won and resulted in certification, 2,929 (67 per cent) of the employees who cast ballots voted in favour of union representation. In the 50 elections that were lost, 963 (36 per cent) of the employees who participated voted in favour of the applicant union.

The average size bargaining unit of 33 employees in 1979-80 was substantially larger than the 1978-79 average of 25 (Table 4). The average non-construction unit increased from 34 to 42 employees while certified construction units remained small, averaging five employees.

Despite the growth in the average size of bargaining units, relatively small units continue to predominate. Seventy-three per cent of the non-construction units certified during 1979-80 and all construction units had fewer than 40 employees.

Table 5 shows the time taken by the board to process the 792 applications granted certification. About 92 per cent of the cases took 84 days (three months) or less to process from filing to disposition; 86 per cent took 56 days (two months) or less; 62 per cent took 28 days (one month) or less and 37 per cent required 21 days (three weeks) or less. Twenty-two (three per cent) took longer than 168 days (six months).

Termination of Bargaining Rights

The board received 70 applications seeking termination of bargaining rights of trade unions during the year. An additional 21 applications were carried over from the previous year. Of the 91, termination was granted in 40 cases, 30 applications dismissed and two were withdrawn. The remaining 19 were pending at the close of the year.

Declaration of Successor Trade Union or Successor Employer

During the year, the board dealt with 12 applications for declaration concerning the status of successor trade unions. Affirmative declarations were issued in 11 cases. One application was withdrawn. Fifty-eight applications for a declaration concerning the status of successor employers were also processed during the year. Affirmative declarations were issued in 22 cases, 16 were dismissed, five were withdrawn and 15 were either adjourned *sine die* or were pending at year end.

Declaration of Single Employer Status

Thirty-eight applications seeking declarations that two or more employers constituted a single company were processed under section 1(4) of the Act. Twelve were granted, eight were dismissed, and eight were withdrawn. Of the remaining cases, one was adjourned *sine die* and nine were pending at the end of the year.

Accreditation of Employer Organizations

Three applications were received during the year for accreditation of employer organizations in the construction industry, and four were carried over from the previous year. Of these seven, one was dismissed, two were withdrawn, and four were pending at the close of the year.

Declaration of Unlawful Strike or Lockout

During the year the board received seven applications seeking declarations that employees had engaged in unlawful strikes. None was granted, one was dismissed and five withdrawn; one application was adjourned *sine die*. The board also dealt with eight applications requesting declarations against alleged unlawful lockouts. Five were withdrawn and one adjourned *sine die*. Two are pending.

Direction Respecting Unlawful Strike or Lockout

Thirty-two applications seeking directions against alleged unlawful strikes outside the construction industry were dealt with during the year. Five were granted, two were dismissed, and nine were withdrawn. The remaining 16 were either adjourned *sine die* or were pending at year end.

Fifteen directions were sought against alleged unlawful lock-outs. Two were granted, four dismissed, and nine withdrawn.

The boards also dealt with 34 applications under section 123 seeking directions against alleged unlawful strikes in the construction industry. Six directions were issued; four were denied. Ten of the applications were withdrawn, 12 were adjourned *sine die* and two were pending at the close of the year.

Consent to Prosecute

Forty-eight requests for consent to prosecute were filed with the board during 1979-80. Eighteen applications were carried over from last year. Of the 50 cases disposed of, one was granted, 16 were dismissed and 33 were withdrawn. Nine cases were adjourned *sine die*, seven were pending at year end.

Complaints of Contravention of the Act

During the year, 607 new complaints alleging contravention of the Act were processed by the board. Of the 522 cases disposed of, 334 were settled in discussions with labour relations officers. Only 188 applications went to the board for decision. Of these 188, relief was granted in 47 cases, 100 were dismissed, 37 withdrawn, and four adjourned *sine die*. An additional 45 were adjourned *sine die* and 131 were pending at year end.

Jurisdictional Disputes

Nineteen jurisdictional disputes were dealt with by the board during the fiscal year. Ten were disposed of, three were adjourned *sine die* and six were pending at the end of the year.

Construction Industry Grievances

During the year, 321 grievances in the construction industry were referred to the board under section 112(a) of the Act and 37 were carried over from last year. Of the 358 total, 227 were disposed of, and the remaining 131 were either adjourned *sine die* or were pending at the end of the year. Of 227 applications disposed of, 107 were settled in discussions with labour relations officers and 120 were referred to the board for decision. The board granted relief in 32 cases and dismissed 19. Fifty-three applications were withdrawn after a hearing and 16 adjourned *sine die*.

Trusteeship Reports

Fourteen statements were filed with the board during the year by parent unions reporting that local unions had been placed under trusteeship.

Miscellaneous Applications and Complaints

One application under section 135, requesting a determination as to whether or not work performed was within the industrial, commercial, or institutional sector of the construction industry, was carried over from 1978-79 and dismissed during 1979-80.

Eight applications by employees seeking exemption from the union security provisions of a collective agreement were dealt with by the board. Five requests for exemption were granted; the other three were dismissed.

Twenty applications requesting early termination of collective agreements were processed under section 44(3) of the Act. Consent to terminate early was granted in 18 cases. One application was withdrawn, one was pending at year end.

Five allegations of failure of a trade union to provide a financial statement were filed with the board during the fiscal year. Two were carried over from the previous year. Four of these applications were dismissed and three were withdrawn.

The board disposed of 53 requests for determination of employee status filed under section 95(2): 15 were granted, 11 dismissed, and 27 were withdrawn. In addition, five applications were adjourned *sine die* and 14 were pending at the close of 1979-80.

Twelve cases were referred to the board by the Minister of Labour under section 96 of the Act, for an opinion on questions arising from conciliation applications or requests for the appointment of an arbitrator. Seven were carried from the previous year. Of the 19 total, 12 were either granted or dismissed and five withdrawn. One was adjourned *sine die* and one left pending at year end.

Ten complaints were received under section 9(2) of the Employees' Health and Safety Act and one application was carried over from last year. All nine of the complaints disposed of during 1979-80 were withdrawn. Two were unresolved as of March 31, 1980.

One application requesting a determination of a union's right of access to an employer's premises was filed in 1979-80 and later withdrawn.

The board received one referral from the minister under section 127(4) respecting the designation of a bargaining agent in the construction industry. This matter was pending at year end.

Table 1

**Summary of Applications and Complaints Dealt with by
the Ontario Labour Relations Board Fiscal Year 1979-80**

Type of Case	Caseload			Disposed of, Fiscal Year 1979-80				Pending	
	Total	Pending April 1, Fiscal Year 1979	Received 1979-80	Total	Granted	Dismissed	Withdrawn	Sine Die	March 31, 1980
Certification of bargaining agents	1,292	156	1,136	1,103	792	163	148	5	184
Declaration of termination of bargaining rights	91	21	70	72	40	30	2	—	19
Declaration of successor trade union or employer	70	20	50	55	33	16	6	3	12
Declaration of common employer status	38	8	30	28	12	8	8	1	9
Accreditation of employer organization	7	4	3	3	—	1	2	—	4
Declaration of unlawful strike or lockout	15	—	15	11	—	1	10	2	2
Direction respecting unlawful strike or lockout	81	3	78	51	13	10	28	26	4
Consent to prosecute	66	18	48	50	1	16	33	9	7
Complaint of contravention of the Act	702	95	607	522	47	100	375	49	131
Right of access	1	—	1	1	—	—	1	—	—
Exemption from union security provision in collective agreement	8	1	7	8	5	3	—	—	—
Early termination of collective agreement	20	—	20	19	18	—	1	—	1
Trade union financial statement	7	2	5	7	—	4	3	—	—
Complaint of jurisdictional dispute	19	4	15	10	1	4	5	3	6
Question of employee status	72	19	53	53	15	11	27	5	14
Reference of question of appointment of conciliation officer or arbitrator	19	7	12	17	5	7	5	1	1
Reference of grievance in construction industry	358	37	321	227	32	19	176	80	51
Question of type of work in construction industry	1	1	—	1	—	1	—	—	—
Complaint under Employees' Health and Safety Act	11	1	10	9	—	—	9	—	2
Reference under Section 127(4)	1	—	1	—	—	—	—	—	1
Total	2,879	397	2,482	2,247	1,014	394	839	184	448

Table 2

Applications and Complaints Received and Disposed of by Ontario Labour Relations Board Fiscal Year 1975-76 to 1979-80

Type of Cases	Number Received, Fiscal Year						Number Disposed of, Fiscal Year					
	Total	1975-76	1976-77	1977-78	1978-79	1979-80	Total	1975-76	1976-77	1977-78	1978-79	1979-80
Certification of bargaining agents	5,254	1,123	1,029	947	1,019	1,136	5,183	1,154	1,014	890	1,022	1,103
Declaration of termination of bargaining rights	411	64	84	78	115	70	404	70	72	80	110	72
Declaration of successor trade union or employer	277	32	70	51	74	50	261	34	56	55	61	55
Accreditation of employer organization	13	5	2	3	—	3	17	9	2	2	1	3
Declaration of common employer status	83	7	7	17	22	30	69	2	7	6	26	28
Declaration of unlawful strike or lockout	105	48	18	15	9	15	80	37	8	12	12	11
Directions respecting unlawful strike or lockout	381	56	90	73	84	78	268	42	61	52	62	51
Consent to prosecute	377	128	77	67	57	48	301	91	63	45	52	50
Complaints alleging contravention of the Act	2,231	304	460	406	454	607	1,932	264	402	342	402	522
Reference of grievance in construction industry	1,171	75	273	264	238	321	884	46	210	198	203	227
Miscellaneous	550	110	95	114	107	124	487	87	79	75	120	126
Total	10,853	1,952	2,205	2,035	2,179	2,482	9,886	1,836	1,974	1,757	2,071	2,248

Results of Final Representation Elections in Applications Disposed of by Ontario Labour Relations Board, Fiscal Year 1979-80

Type of Election	Number of Elections			Eligible Voters			Votes Cast			Votes Cast in Favour of Unions		
	Total	Won	Lost	Total	Won	Lost	Total	Won	Lost	Total	Won	Lost
Certification elections	137	87	50	9,522	6,567	2,955	7,067	4,368	2,699	3,892	2,929	963
Pre-hearing cases	61	45	16	6,521	4,854	1,667	4,450	2,964	1,486	2,548	1,965	583
One union	41	27	14	4,394	3,252	1,142	3,062	2,031	1,031	1,714	1,342	372
Two unions	20	18	2	2,127	1,602	525	1,388	933	455	834	623	211
Construction cases	3	—	3	57	—	57	54	—	54	21	—	21
One union	2	—	2	35	—	35	35	—	35	17	—	17
Two unions	1	—	1	22	—	22	19	—	19	4	—	4
Regular cases	73	42	31	2,944	1,713	1,231	2,563	1,404	1,159	1,323	964	359
One union	65	35	30	2,479	1,329	1,150	2,149	1,067	1,082	1,063	737	326
Two unions*	6	5	1	411	330	81	363	286	77	211	178	33
Two unions with "no union" choice	2	2	—	54	54	—	51	51	—	49	49	—
Successor trade union or employer elections	2	2	—	207	207	—	198	198	—	116	116	—
Termination of bargaining rights elections	31	2	29	2,032	27	2,005	1,625	21	1,604	495	12	483
Total	170	91	79	11,761	6,801	4,960	8,890	4,587	4,303	4,503	3,057	1,446

* In elections involving two unions, the number of votes cast in favour of a union refers only to the applicant union.

Table 4

**Size of Bargaining Units in Certification Applications Granted by
Ontario Labour Relations Board Fiscal Year 1979-80**

Size of Bargaining Unit	Number of Cases Certified			Number of Employees Involved		
	Total	Construction	Non-construction	Total	Construction	Non-construction
2-9 employees	335	174	161	1,487	608	879
10-19 employees	151	16	135	2,109	190	1,919
20-39 employees	148	8	140	4,149	231	3,918
40-99 employees	109	—	109	6,352	—	6,352
100-199 employees	33	—	33	4,440	—	4,440
200-499 employees	13	—	13	4,285	—	4,285
500 or more employees	3	—	3	2,892	—	2,892
Total	792	198	594	25,714	1,029	24,685

Table 5

Time Taken to Process Certification Applications Granted Fiscal Year 1979-80

Time Taken in Calendar Days	Total Certified			Non-construction			Construction		
	Number	Per cent	Cumulative Per cent	Number	Per cent	Cumulative Per cent	Number	Per cent	Cumulative Per cent
Under 8 days	1	.1	.1	—	—	—	1	.5	.5
8-14 days	90	11.3	11.4	8	1.3	1.3	82	41.4	41.9
15-21 days	203	25.6	37.0	156	26.3	27.6	47	23.7	65.6
22-28 days	195	24.6	61.6	173	29.1	56.7	22	11.1	76.7
29-35 days	68	8.6	70.2	60	10.1	66.8	8	4.0	80.7
36-42 days	56	7.1	77.3	44	7.4	74.2	12	6.1	86.8
43-49 days	45	5.7	83.0	38	6.4	80.6	7	3.5	90.3
50-56 days	24	3.0	86.0	20	3.4	84.0	4	2.0	92.3
57-63 days	12	1.5	87.5	11	1.9	85.9	1	.5	92.8
64-70 days	15	1.9	89.4	12	2.0	87.9	3	1.5	94.3
71-77 days	11	1.4	90.8	9	1.5	89.4	2	1.0	95.3
78-84 days	9	1.1	91.9	9	1.5	90.9	—	—	95.3
85-91 days	—	—	91.9	—	—	90.9	—	—	95.3
92-98 days	12	1.5	93.4	10	1.7	92.6	2	1.0	96.3
99-105 days	6	.8	94.2	5	.8	93.4	1	.5	96.8
106-126 days	12	1.5	95.7	11	1.9	95.3	1	.5	97.3
127-147 days	2	.3	96.0	2	.3	95.6	—	—	97.3
148-168 days	9	1.1	97.1	8	1.3	96.9	1	.5	97.8
169 days and over	22	2.8	99.9	18	3.0	99.9	4	2.0	99.8
Total	792	99.9	—	594	99.9	—	198	99.8	—

Ontario Human Rights Commission

Dorothea Crittenden

Chairman

George A. Brown

Executive Director

The Ontario Human Rights Commission, established in 1962, administers the Ontario Human Rights Code which prohibits discrimination in the display of signs and notices, public accommodation, services and facilities, housing, employment, reprisal actions and related advertising because of race, creed, colour, nationality, ancestry, place of origin, age (40-65), sex and marital status.

The commission is composed of a chairman, vice-chairman, race relations commissioner, and seven members who are appointed by the Lieutenant Governor in Council. They meet regularly to recommend appointments or non-appointments of boards of inquiry, review settlement proposals, review requests for exemptions and special employment programs under the Human Rights Code, and to formulate policy. A quorum of three commissioners meets weekly to review the settlements of all cases prior to closing.

If a complaint cannot be resolved through conciliatory efforts to the satisfaction of one or both parties, the commission will recommend to the Minister of Labour the appointment of a Board of Inquiry. This is a quasi-judicial hearing empowered by the Ontario Human Rights Code to render a decision with respect to a complaint. In the last fiscal year, 25 such boards were appointed and 14 hearings completed.

The commission also performs human rights and public education activities among business and industry, media, unions, governments, educational institutions, law enforcement and criminal justice agencies and social and health institutions. The office of the chairman consists of one professional and two secretarial staff.

Under section 9 of the code, the commission conducts the following programs:

Conciliation and Compliance

through the investigation and resolution of complaints filed under the provisions of the code.

Race Relations

through the mediation of complaints which fall beyond the strict provisions of the code, involving tensions and conflicts among racial, ethnic and religious groups.

Public Education and Research

activities are designed to reduce and eliminate prejudice and negative stereotypes against racial, ethnic, religious, age and sex groups.

During the year, the Conciliation and Compliance Unit registered 1,052 formal complaints and resolved 529 of them; 385 informal complaints were handled and 21,198 referrals and inquiries were dealt with.

The Race Relations Division carried out 136 mediations and projects and 170 consultations during the year.

Forty-five educational activities and 398 public relations and informational activities were carried out under the Public Education Program.

The commission has 13 district offices located in Hamilton, Kenora, Kitchener, Kingston, London, Ottawa, Sault Ste. Marie, Sudbury, Thunder Bay, Windsor, Timmins, St. Catharines and Toronto.

The commission consists of 41 professional and 15 secretarial staff.

Details of the activities of the office of the chairman and the staff will be found in the commission's 1979-80 annual report.

Advisory Council On Occupational Health And Occupational Safety

Dr. J.F. Mustard
Chairman

The Advisory Council on Occupational Health and Occupational Safety consists of 19 members – a chairman, six members representing management, six representing labour and six representing the public.

Under Section 10 of the Occupational Health and Safety Act, 1978 the functions and powers of the advisory council are:

- to make recommendations to the Minister of Labour relating to programs of the ministry in occupational health and occupational safety and
- to advise the minister on matters relating to occupational health and occupational safety which may be brought to its attention or be referred to it.

During the year, the advisory council submitted five advisory memoranda to the minister with a total of 44 recommendations.

The advisory memoranda are:

- Policies and principles for occupational health and safety programs for small establishments.
- The role of advisory committees in the development of regulations.
- Occupational hearing loss: prevention, compensation and rehabilitation.
- Policies and principles for using prophylactic agents in the workplace and in particular aluminum inhalation therapy in the Ontario mining industry.
- Policies and principles concerning economic impact analysis of occupational health and safety statutes and regulations.

The council secretariat consists of an executive secretary, an executive assistant to the chairman, a research officer and two secretarial staff.

The advisory council gave consultative advice to the minister in five separate areas of concern. It held several public meetings with the nine accident prevention associations, which prepared briefs responding to the advisory council's discussion paper, "The Future of the Safety Associations."

Details of the advisory memoranda and recommendations, along with the minister's replies, the consultative advice, the council's discussion paper and the safety associations' briefs will be found in the advisory council's second annual report.

Ontario Manpower Commission

Donald Pollock
Chairman

The Ontario Manpower Commission was established in 1979, with the mandate to oversee all manpower programs of the Ontario Government and to make operation and policy decisions subject to the concurrence of the cabinet. Programs in the commission's mandate include:

- Adult Occupational Training
- Job Creation
- Guidance/counselling
- Placement
- Mobility
- Labour Market Information

The commission consists of a full-time chairman/ commissioner, four part-time commissioners and 31 complement positions – six in the commission secretariat and 25 in the Labour Market Information and Analysis Unit.

The commission is implementing its mandate through a series of studies which will lead to policy and strategy recommendations to the cabinet through the Minister of Labour. It is anticipated that these studies will be completed during the period July-December 1980.

Extensive public involvement in the commission's work had been obtained through a public information program and by seeking input from individuals and groups concerned with the areas in the commission's mandate.

A major new initiative in labour market information was launched during the year. The staff of the Labour Market Information and Analysis Union was augmented to ensure the development of timely and comprehensive data. The aim of the program is to provide government, education and the private sector with data on future labour supply-and-demand trends in the province. The Ontario Region of the Canada Employment and Immigration Commission has been an active participant in this program.

Joint Consultative Committee to the Workmen's Compensation Board

The committee was established by Order-in-Council in 1976 pursuant to Section 70-3(h) of the Workmen's Compensation Act.

During 1979, the committee and its various sub-committees continued to provide consultation, advice and recommendations to the Workmen's Compensation Board on various major compensation issues, such as:

- the proposals for the decentralization of the claims adjudication function;
- the guidelines for adjudication of lung cancer in foundry workers;
- the proposed changes in the board's current Experience Rating Plan for Employers; and
- the readability of the board's publications and other written communications.

The committee also contributed to discussions of the white paper "Current Concerns in Workmen's Compensation," tabled in the legislature in December, 1979 by the Minister of Labour.

In 1979, the committee held 11 formal meetings and met with the Minister of Labour and representatives from the board.





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Annual Report

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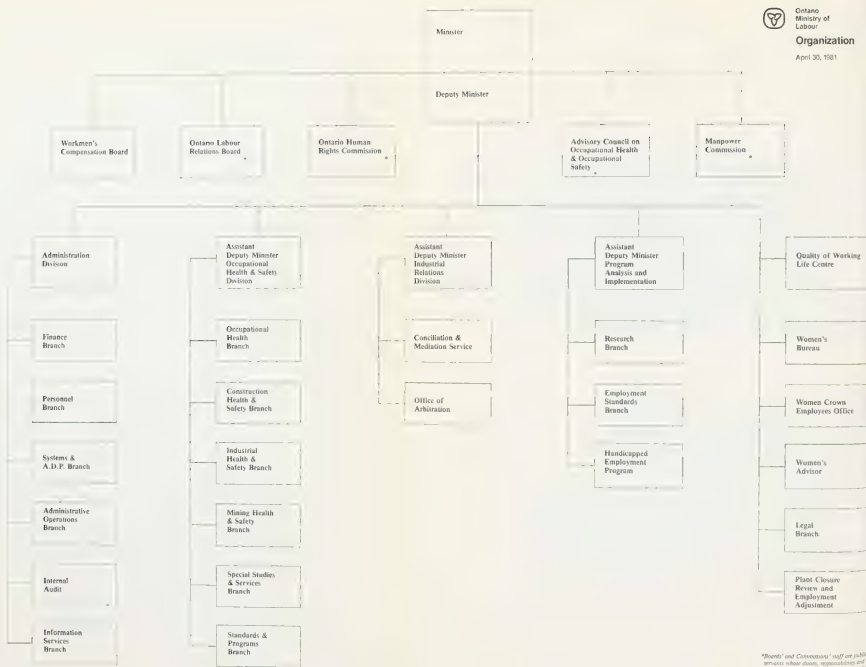
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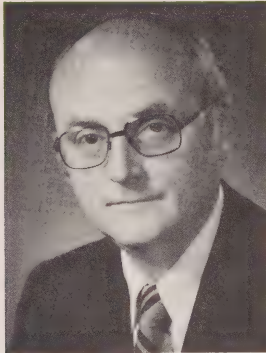
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Letter of Transmittal



To His Honour
The Lieutenant Governor in Council

May it please Your Honour:

The undersigned has the privilege of presenting the 62nd Annual Report of the Ministry of Labour for the fiscal year ending March 31, 1981.

All of which is respectfully submitted.

A handwritten signature in dark ink, appearing to read "Robert Elgie".

Hon. Robert G. Elgie, MD
Minister

The Honourable Robert G. Elgie, MD
Minister of Labour

Dear Dr. Elgie,

I submit for your consideration the Ministry of Labour's Annual Report covering the fiscal year ending March 31, 1981.

The report reflects a year of intensified activity, both in policy formulation and implementation and in ongoing administration of the ministry's varied programs.

I should like to single out several specific areas of achievement. In the Occupational Health and Safety Division special attention is being given to the control of toxic substances in the workplace. The work of the Royal Commission on the health effects of asbestos exposure is well-advanced. The Burkett Inquiry into mining safety has completed its work, and we await public comment on its comprehensive report. The Weiler study of workmens' compensation was completed in November and a White Paper on Workers' Compensation in Ontario, recommending the adoption of many of the Weiler proposals, has been tabled in the Legislature.

Further progress has been made in improving the industrial relations climate in the province, with important amendments to the Labour Relations Act and significant advances in employee involvement and job enrichment through the activities of the ministry's Quality of Working Life Centre.

A new Human Rights Code has been re-introduced, affirming many of the proposals made in the report Life Together. The new Race Relations Division of the Human Rights Commission is well-established and its community-based educational and preventive activities are making an important contribution to the essential and dedicated work of the commission as a whole.



The Ontario Manpower Commission has continued its two-fold task: the formulation of recommendations to improve the operation of the labour market in Ontario, and the creation of a sound and accurate system for forecasting manpower supply and demand against the backdrop of our evolving industrial base.

Special attention has been given to the problems of employment disruption due to plant closures. The branches concerned with women's issues and handicapped employment have continued to advance the interests of these important segments of our society.

The ministry's staff welcomes the challenges that lie ahead, and enters the new fiscal year with anticipation and renewed dedication.

A handwritten signature in dark ink, appearing to read "T.E. Armstrong".

T.E. Armstrong, QC
Deputy Minister

Industrial Relations Division

L. V. Pathe
Assistant Deputy Minister

The role of the Industrial Relations Division is to promote harmonious relations between employers and employees. The division's overall objective is a stable labour-relations climate in the province.

This objective is reached through three activities: Program Administration, the Ontario Conciliation and Mediation Service and the Office of Arbitration.

The Ontario Conciliation and Mediation Service provides conciliation and mediation assistance to labour and management involved in collective agreement negotiations. In addition, the service provides preventive mediation assistance to labour and management during the term of the collective agreement.

The Office of Arbitration administers the sections of The Labour Relations Act dealing with rights arbitration. The office also administers The Hospital Labour Disputes Arbitration Act. The Office of Arbitration is involved in the recruitment and training of arbitrators and assists the minister in maintaining a panel of approved arbitrators.

The Industrial Relations Division provides four approaches to assist labour and management in the pursuit of sound labour relations:

- to promote peaceful settlements through conciliation and mediation services;
- to provide, where necessary, preventive mediation assistance to labour and management during the term of the collective agreement;
- to encourage effective bargaining and dispute settlement through The Labour Relations Act;
- to recruit, train and maintain a panel of approved arbitrators.

An assistant deputy minister is responsible for directing and co-ordinating the activities of the Industrial Relations Division.

During 1980-81 the office had a complement of three — an assistant deputy minister, an executive assistant and a secretary.

Construction Industry Review Panel

The panel was established by the Minister of Labour to examine labour-management relations in the construction industry, and to recommend to the minister and the parties, measures which will contribute in the long term to the improvement of these relations, including means of achieving:

- greater stability of employment
- optimum levels of activity
- appropriate sharing of the rewards of production
- uninterrupted service to clients and the public

Ontario Conciliation and Mediation Service

Jack Speranzini*
Director

Ray Illing**
Associate Director

The goals of the Ontario Conciliation and Mediation Service are to foster harmonious labour-management relations and to minimize disruption in the economy arising from strikes and lock-outs.

To achieve these goals, the service, operating under the authority of the Labour Relations Act, carries out major programs in two areas — collective agreement dispute resolution through conciliation/mediation, and preventive mediation.

The service performs conciliation and mediation functions, assisting employers and unions to achieve settlement of their contractual differences. In addition, OCMS has firmly established a program of preventive mediation, which involves anticipating and providing for the needs of management and labour in the development of their relationship to minimize disruptions and to facilitate peaceful negotiations of collective agreements.

Dispute Resolution Process

The process has two steps. First, parties unable to achieve an agreement in direct negotiations must meet with a conciliation officer before they resort to the economic sanction of a strike or lock-out. During this stage, an officer enters the negotiations and employs mediation techniques in an effort to bring the parties to settlement. Should the parties fail to effect total agreement, a report is made to the minister recommending whether or not a board of conciliation be appointed.

Although the use of boards of conciliation after the conciliation officer stage is an alternative under the Act to the establishment of a strike/lock-out deadline, few have been appointed in recent years. Subject to ministerial policy, they remain as important tools to deal with disputes involving public services, pattern-setting industries and contentious first agreements. If it is recommended that a board not be appointed, a 'no-board' report is issued., establishing a legal strike or lock-out deadline which occurs 14 days following receipt of the notification to the parties.

During this period the mediation service maintains contact with both parties keeping them aware of the availability of further mediation assistance.

The second step — mediation — is an informal one in which the services of a mediator are made available to the parties at any point in negotiations following the conciliation officer's report. While the techniques of

mediation are similar to those of conciliation, the intensive nature of this assistance, the pressure of a deadline or ongoing work stoppage and the personal persuasive abilities of a senior mediator are additional factors.

Preventive Process

The main preventive mediation areas are the Relationship Improvement Program, the Joint Training of supervisors and union stewards and assistance in establishing Joint Action Committees.

The Relationship Improvement Program is designed to do exactly that — improve union-management relations. It is a two- or three-day seminar approach and is an adaptation of the concepts of Relationship By Objectives (RBO) which has been used extensively since 1975 and has proved effective in the promotion, development and maintenance of sound relationships between employers and unions.

The focal point of the training program is joint problem solving. Working in close consultation with both parties, OCMS mediators determine their needs and design a training program to include the study of attitudes, communications, leadership, grievance administration and roles and responsibilities.

The establishment of a joint action labour-management committee is recommended in situations where the relationships would be assisted by a vehicle for regular formal communication. This may be applicable in a particular area or industry or in an individual plant. Resources are made available to assist the parties to establish and structure such a committee.

There are a number of other preventive mediation activities:

- From the time of certification, the progress of first agreement negotiations is followed, so that assistance can be offered where it appears that a fledgling relationship is encountering difficulty.
- Negotiations following a 'no-board' report are closely monitored so that parties are aware of the mediation services available to them and can have access to a mediator without delay at this critical period.
- Under the Act, the minister may appoint a disputes advisory committee. Such a committee, composed of representatives of labour and management, assists and advises the parties in particularly difficult disputes. The minister can also establish an industrial inquiry commission to examine a range of subjects relating to the bargaining process in that particular industry.

* Jack Speranzini retired as director effective March 31, 1981.

** Ray Illing was appointed director effective April 1, 1981.

1980-81 Activities/Caseload

— By keeping a record of the service's experience in specific disputes, early pre-negotiation contact can be made with parties whose previous negotiations were characterized by poor relationships, contentious issues or complex bargaining co-ordination. Mid-contact involvement of mediators, either informally or as special officers under the Act, has the potential of encouraging the parties to work on improving their relationship, dealing with problems underlying recurring negotiation issues and reducing to manageable proportions the issues to be faced during the pressure of negotiations.

The complement of the service at March 31, 1981 consisted of a director, an associate director, 12 mediators, 17 conciliation officers, three research staff and 13 clerical and secretarial staff.

During 1980-81, a total of 2,672 collective agreements disputes was referred to conciliation officers. These assignments represented an increase of 184, or seven per cent under the total for last year (Table 1). The officers disposed of 2,642 cases during the year, a nine per cent increase over last year's dispositions. At year end, 589 cases were still being dealt with by the officers, compared to 559 in 1979-80.

Post-conciliation or mediation assistance was provided in 793 new cases in 1980-81, compared to 665 cases last year (Table 2). The parties reached agreement in 666 of the cases that were disposed of, although 180 of them involved a work stoppage.

Mediators played a preventive role in 71 new cases in 1980-81 compared to 72 in 1979-80 (Table 3).

Table 1

Conciliation Applications Dealt with Under the Ontario Labour Relations Act, Fiscal Year 1980-81

	1980-81		1979-80	
	Disputes	Employees	Disputes	Employees
Assignments received by officers	3,231	436,867	2,988	412,444
Carried from previous year	559	69,152	500	57,118
Assigned to officer during year	2,672	367,715	2,488	355,326
Assignments disposed of by officers	2,642	378,403	2,429	343,292
Settled by officer				
Construction	44	5,942	48	621
Non-construction	658	57,098	771	72,791
No Board				
Construction	380	66,799	278	10,148
Non-construction	1,334	221,171	1,161	247,247
Referred to conciliation board				
Construction	0	0	0	0
Non-construction	0	0	0	0
Lapsed or withdrawn				
Construction	32	5,218	22	598
Non-construction	194	22,175	149	11,887
Assignments pending at March 31	589	58,464	559	69,152

Table 2

Remedial Mediation Activity, Fiscal Year 1980-81

	1980-81						1979-80					
	Total		No Work Stoppage Involved		Work Stoppage Involved		Total		No Work Stoppage Involved		Work Stoppage Involved	
	Disputes	Employees	Disputes	Employees	Disputes	Employees	Disputes	Employees	Disputes	Employees	Disputes	Employees
Assignments received by officers	907	218,108	640	151,552	267	66,556	800	130,199	562	74,278	238	55,921
Carried over from previous years	114	17,181	83	13,250	31	3,931	135	29,631	105	12,461	30	17,170
Assigned to officers during year	793	200,927	557	138,302	236	62,625	665	100,568	457	61,817	208	38,751
Assignments disposed of by officers	689	163,423	500	108,061	189	55,362	686	113,018	479	61,028	207	51,990
Settled during mediation	481	97,563	385	66,216	96	31,347	460	90,920	349	48,484	111	42,436
Settled following mediation assistance	185	65,011	101	41,495	84	23,516	189	19,883	107	10,874	82	9,009
Arbitration	1	21	1	21	—	—	10	1,503	10	1,503	0	0
Lapsed	10	320	4	123	6	197	13	448	5	72	8	376
Closed by mediator, no further action by parties	12	508	9	206	3	302	14	264	8	95	6	169
Assignments pending at March 31	218	54,685	140	43,941	78	11,194	114	17,181	83	13,250	31	3,931

Table 3

Preventive Mediation Activity, Fiscal Year 1980-81

	1980-81		1979-80	
	Situations	Employees	Situations	Employees
Assignments received by officers	148	31,849	136	25,308
Carried over from previous years	77	16,765	64	11,734
Assigned to officers during year	71	15,084	72	13,574
Assignments disposed of by officers	53	11,428	59	8,543
Assignments pending at March 31	95	20,421	77	16,765

Office of Arbitration

Jean M. Read
Director

The Office of Arbitration assists the minister in carrying out his statutory responsibilities for constituting boards of arbitration and appointing single arbitrators under The Labour Relations Act and The Hospital Labour Disputes Arbitration Act. The office is responsible for the receipt and processing of requests from employers and trade unions for the appointment of arbitrators and nominees to boards of arbitration. This function involves identifying individuals qualified to act under ministerial appointment, providing administrative services to arbitrators, monitoring the progress of arbitration proceedings and cataloguing arbitration awards for public availability. In association with the minister's advisory committee on arbitration, the office maintains a roster of qualified arbitrators and is actively involved in the training of prospective arbitrators. Through its staff of grievance settlement officers, the Office of Arbitration also provides labour and management with grievance mediation services.

In the fiscal year 1980/81, the Office of Arbitration assumed responsibility for co-ordinating appeals under The Employment Standards Act.

The office publishes, and distributes to members of the industrial relations community, a monthly bulletin which summarizes current arbitration awards. Present circulation is approximately 5,000.

Labour Relations Act

A primary responsibility of the Office of Arbitration is to administer the expedited grievance arbitration procedure under section 37*a* of the Act. This statutory procedure may be invoked by either party to a collective agreement as an alternative to the arbitration procedure set out in the agreement. Upon receipt of a request under section 37*a*, the minister is required to appoint a single arbitrator who must commence to hear the dispute within 21 days of the request. The minister may appoint a grievance settlement officer to confer with the parties and attempt to effect a settlement prior to the hearing. Should the dispute proceed to the hearing, the Office of Arbitration endeavours to encourage a timely release of the award.

An advisory committee has been established under section 37*a* to advise the minister on matters relating to arbitration, particularly with respect to persons qualified to act as arbitrators. The chairman of the committee is the assistant deputy minister, Industrial Relations Division, and its membership comprises three senior management and three senior labour representatives. A major achievement of the advisory committee has been the development of an arbitration training program

which is administered by the Office of Arbitration and conducted under the guidance of accomplished arbitrators.

Under section 37 of the Act, parties who have elected to follow the arbitration procedure in their collective agreement may request the minister to assist them in constituting a board of arbitration. For example, in the event of one party failing to appoint its nominee to the board or the parties' nominees failing to agree on a chairman, the minister, upon request, may make the necessary appointment. Alternatively, at the request of the parties, the Office of Arbitration will supply them with a list of arbitrators to facilitate their selection of a chairman. On a consensual basis, the services of a grievance settlement officer may also be made available to parties proceeding to arbitration under their collective agreement.

Hospital Labour Disputes Arbitration Act

The Hospital Labour Disputes Arbitration Act provides for compulsory arbitration of unresolved collective bargaining disputes between hospitals and trade unions representing hospital employees. Strikes and lock-outs are prohibited. The Office of Arbitration assists in facilitating the system of arbitration under the Act. It recommends to the minister the names of individuals for appointment as nominees or chairmen of boards of arbitration where parties have failed to constitute a board in accordance with the Act. The Office of Arbitration may also arrange the arbitration hearing, notify the parties and their nominees of the date and place of the hearing and monitor the proceedings to ensure that the award is released within a reasonable time after the hearing.

Employment Standards Appeals

During fiscal 1980/81, the Office of Arbitration was assigned the responsibility of co-ordinating appeal procedures under The Employment Standards Act. This includes employer appeals against orders to pay issued by employment standards officers, as well as hearings under recently introduced 'equal pay' legislation. Referees are appointed on behalf of the director of the Employment Standards Branch, and the Office of Arbitration handles all administrative procedures with regard to time and venue and ensures that all interested parties have been given due notice of the hearing. Referees appointed to hear these appeals are expected to issue their decisions within three weeks from the date of the final hearing.

1980/81 Activities

One of the highlights of fiscal 1980-81 was the successful completion of the ministry's first Arbitrator Training program. Five aspiring arbitrators graduated from the program during the year and are now receiving ministerial appointments.

Under Section 37a of The Labour Relations Act, 388 single arbitrators were appointed. As a result of the involvement of settlement officers, 263 of these disputes were resolved prior to hearing for a settlement rate in excess of 60 per cent. Aside from section 37a, the minister was involved in the appointment of 184 nominees and arbitrators for parties experiencing difficulty establishing a board of arbitration. On 136 occasions, lists of arbitrators were supplied at the request of parties.

Under The Hospital Labour Disputes Arbitration Act, 50 nominees and arbitrators were appointed by the minister. Lists of arbitrators were provided upon request in 26 cases.

Under the Employment Standards Act, 227 referees were appointed through the Office of Arbitration.

The caseload of the Office of Arbitration is more particularly described in Table 1 below.

The Office of Arbitration received and catalogued 1,651 awards during fiscal 1980-81. Awards in the amount of 31,292 pages were purchased by the public.

The complement for 1980-81 was 12 consisting of a director, four grievance settlement officers and seven clerical and secretarial staff.

Table 1

Activities during 1979-80 and 1980-81

	1979-80				1980-81			
	Employment Standards Appeals	HLDA (interest)	The Labour Relations Act (rights)	Total 1979-80	Employment Standards Appeals	HLDA (interest)	The Labour Relations Act (rights)	Total 1980-81
Panels								
provided	X	—*	—*	254	X	26	136	162
Arbitrators/ referees — ministerially arranged	O	—*	—* (25)	342 (25)	227	48	571 (388)	846 (388)
Nominees requested	X	—*	—*	—*	X	8	72	80
Ministerial nominations	X	—*	—*	5	X	2	1	3
Pre-hearing assignments	X	X	42 (25)	42 (25)	X	X	533 (391)	533 (391)
Pre-hearing settlements	X	X	27 (16)	27 (16)	X	X	381 (263)	381 (263)
Total awards filed	O	106	1,240 (0)	1,346 (0)	177	99	1,375 (73)	1,651 (73)
Total awards purchased (pages)	X			28,530	X			31,292

Legend: O — no activity
 X — not application
 * — Previous statistical data was not broken down by legislation as for 1980-81; therefore, only total activities can be provided.

Note: Figures shown in parenthesis refer to appointments, assignments, settlements or awards filed under section 37a of The Labour Relations Act — expedited grievance arbitration

Occupational Health and Safety Division

*Ann E. Robinson, PhD, FCIC
Assistant Deputy Minister*

The Occupational Health and Safety Division seeks to improve worker health and safety in Ontario workplaces by:

- administration of The Occupational Health and Safety Act, 1978, and regulations;
- developing new regulations, guidelines, codes and strategies to prevent occupational injuries and illnesses;
- reviewing existing programs;
- advising, educating, or training (as appropriate) all parties with respect to rights, duties, and responsibilities under the legislation.

The division is organized into six branches, Construction Health and Safety, Industrial Health and Safety, Mining Health and Safety, Occupational Health, Special Studies and Services and Standards and Programs. The complement for 1980/81 was 761.

The division has just completed its first full year of administering The Occupational Health and Safety Act, 1978, and the regulations for construction projects, mines and mining plants, and industrial establishments.

Awareness of the Act and regulations is an important aspect of compliance. The ministry has published a guide to the Act and has initiated an advertising campaign aimed at increasing employees' and employers' knowledge of the Act.

Consultation with management and labour is another important means to achieve compliance and reduce injuries and illnesses. The parties at the workplace must know their rights, duties and responsibilities, and division staff have continued to work with those concerned to achieve a state of awareness. More specifically, the Special Advisor on Industrial Relations has played a significant role in identifying appropriate mechanisms which can be used to assist the parties to help themselves to prevent occupational accidents and illnesses.

The right to refuse work is a fundamental right granted workers under the Act. There has been an upward trend in the use of this right. In 1980-81 there were 161 such cases. As more workers become aware of their rights, and exercise them, this number may be expected to increase further. The right is being treated with respect and is not being abused, as some believed it might be.

The development of regulations in a number of areas has been a continuing priority. The ministry is engaged in extensive consultations with the parties regarding regulations for hospitals, educational establishments, and

designated substances. The Mining Legislation Review Committee, under the chairmanship of Mr. Cam Barrett, was established.

In order to facilitate notification of the introduction of new chemical substances, the ministry adopted, by regulation, the US Environmental Protection Agency's Inventory. Copies of the inventory are located strategically throughout the province.

The construction of the new Occupational Health Branch Laboratory was completed this year. The new facility is equipped to provide modern and efficient services utilizing the most progressive analytical techniques available.

The division continued to administer the Lottery Awards Programs. The Lottery Awards Committee, on the advice of two subcommittees on manpower training and applied research, approved funding for many significant programs and projects. The minister made awards totaling nearly one million dollars.

During 1980-1981, the Occupational Health and Safety Division welcomed the opportunity to present briefs to the Select Committee on Ontario Hydro Affairs, The Federal Provincial Inquiry into Mine Safety, and the Royal Commission on Matters of Health and Safety Arising from the Use of Asbestos in Ontario.

Members of the division work along with other agencies having related interests and complimentary legislation such as Labour Canada and the Atomic Energy Control Board. The division serves as their agent in industries such as uranium mining. The division also provides advice on the health effects of various chemicals to the Ministry of the Environment and to other government agencies that can effectively use its expertise. The division has welcomed occasional visitors from other jurisdictions.

Royal Commission on Asbestos

The Royal Commission on Asbestos was established by announcement of the Minister of Labour, Dr. Robert Elgie, on April 21, 1980. The commission's terms of reference include an investigation into all matters relating to health and safety arising from the use of asbestos in Ontario.

In October and December 1980, the commission held two informal public meetings; these meetings were meant to be educative seminars, both for the commission and the audience.

Occupational Health Branch

*Hugh Nelson, P. ENG.**
Director

In January 1981, the commission began receiving written submissions; over sixty briefs have been filed to date. In February, the commission commenced conducting informal public hearings for the oral presentation and discussion of written submissions. There have been six such hearing days so far: five in Toronto and one in Windsor.

Starting June 9, the Royal Commission on Asbestos will hear testimony from expert witnesses. Commission Counsel John Laskin and the parties granted legal standing by the commission will conduct the examination and cross-examination of witnesses.

The commission plans to complete its work by September 1982.

The Occupational Health Branch provides consultation services on the recognition, evaluation and control of workers' exposure to health hazards in the workplace to the inspection branches of the Ministry of Labour, the Ministries of Environment and Health and the Workmen's Compensation Board.

The branch assists in the development of standards and guidelines to protect the health of workers; it also conducts and audits medical surveillance programs of workers, including chest x-rays and respiratory function tests.

The branch's journal, *Occupational Health in Ontario*, is published under the direction of an editorial board. It is available without charge to libraries and health personnel. Over two thousand copies are being distributed quarterly.

The branch has three groups — the Occupational Health Medical Service, Occupational Hygiene Service and Occupational Health Laboratory — each of which reports to the director through a chief of service.

The branch complement of 177 includes the director, an executive assistant, an administrative assistant, 17 physicians, 11 nurses, 17 scientists, 68 technicians, 25 hygienists, an industrial health counsellor, two survey organizers, an audiologist, a liaison officer and 32 support staff.

*In October 1980, Hugh Nelson was appointed as special consultant to the assistant deputy minister.
Peter Pelmeier, MD, MFOM, DIH was appointed acting director in October 1980.

1980-81 Activities

Occupational Health Medical Service

The medical and nursing consultants are located in the head office in Toronto and in field offices with the inspectorate in Hamilton, London, Sudbury and Ottawa.

The consultants work with the industrial, construction and mining inspectors as well as with other members of the branch to investigate situations where health hazards may exist, to evaluate occupational health services and to establish medical surveillance programs. The physicians also act as consultants for the Workmen's Compensation Board, hospitals and family physicians, and participate in educational activities.

To meet the demand for information on all aspects of occupational health and toxicology and to effectively audit medical surveillance programs, a resource section has been established with a clinical toxicologist, audiologist, a scientist, engineers and support data clerks.

The Occupational Chest Disease section provides medical surveillance with x-ray and pulmonary function tests for dust- and fume-exposed workers in southern Ontario. The section operates from a central clinic and three mobile units. The section works closely with the Workmen's Compensation Board and investigates the claims of many workers. There is liaison with provincial chest clinics in northern Ontario which provides the medical surveillance service for miners. Health certificates are issued.

Occupational Hygiene Service

Field Visits

The visits are made to identify and assess the procedures used by companies to control and monitor the adverse health effects from various hazardous substances. Higher-risk workplaces are visited periodically; others by request.

Hygienists'/Health Technicians' Field Visits

The hygienists, with the assistance of the health technicians, conduct field investigations to assess the environmental control of chemical and physical hazards to health, to periodically monitor the exposure levels of workers to chemical substances and physical agents, to submit samples for analysis, and recommend corrective action. Audits of a company's air quality and noise monitoring programs are also conducted. These assessments are conducted where a hazard is known to exist, at the request of the Workmen's Compensation Board or at the request of the inspectorate.

Occupational Health Laboratory

The laboratory provides the majority of its analytical services to the Medical and Hygiene Services of the branch. Analyses are also requested by companies, physicians, health units and the Workmen's Compensation Board.

Approximately 70 per cent of analyses are of blood and urine specimens from workers exposed to hazardous substances. The specimens are collected as part of the medical surveillance program. Analyses include determination of lead in blood, mercury in urine and cholinesterases in blood samples.

Analyses of adsorbents or filters used during air sampling procedures and of material samples of unknown identity or composition account for the remainder of the laboratory's caseload.

Special analyses are sometimes made in cases where a hazardous agent is suspected but unidentified.

New analytical methods are developed, old ones are reviewed and improved and standard procedures are reviewed for application to appropriate demands.

During the 1980/81 fiscal year, a special project involving the analyses for asbestos in samples of insulation from buildings was initiated:

Schools	2800
Buildings	240
Hospitals	330
Total	3370 samples

New Facility

The new laboratory at 101 Resources Road was completed and became operational on April 1, 1981.

Medical Service

Source of Physician and Nursing Visits

Carry over from 1979/80	43
Industrial Health and Safety Branch	163
Occupational Health Branch	1,617
Construction Health and Safety Branch	2
Mining Health and Safety Branch	2
Minister's Office	1
Workmen's Compensation Board	157
Companies	28
Unions	3
Medical Officer of health	5
Private physician	11
Anonymous	1
Other	6
Total	2,039

Physician Visits Completed

April	47
May	46
June	33
July	65
August	58
September	39
October	71
November	106
December	48
January	73
February	82
March	79
Total	747
Total Requests	1,060
Completed	747
Outstanding	313

Nursing Visits Completed

April	79
May	79
June	70
July	98
August	62
September	113
October	68
November	64
December	60
January	77
February	93
March	116
Total	979
Total Requests	979
Completed	979
Outstanding	—

Industrial Health Counsellor Visits Completed

April	9
May	11
June	9
July	4
August	17
September	12
October	12
November	14
December	6
January	8
February	9
March	11
Total	122

Respiratory Function Tests

	Number of Companies Surveyed	Number of Employees Examined
All inorganic dusts	510	11,825
Isocyanates	54	1,166
Organic Dusts:		
Cotton and Jute	9	470
Silica Dust:		
Foundries	111	3,576
Total	684	17,037

Tests Performed on Behalf of Workmen's Compensation Board

Lung volume measurements	221
Gas transfer measurements	221
Electro cardiograms	221
Exercise Stress Tests	150

Chest X-Ray Examinations

In silica exposure subject to the previous Silicosis Regulations	4,535
In silica exposure subject to the previous Mining Act	75
In silica exposure not subject to the Regulations	3,817
In exposure to isocyanates	1,052
In exposure to asbestos dust	2,834
In exposure to combination of asbestos and silica dust	947
* In other hazardous dusts	4,174
In no significant dust exposure	1,276
Sub-total	18,710
Office examinations	2,072
Sub-Total	20,782
WCB and Industry Referrals	2,072
Total	22,854

* Talc, nepheline syenite, beryllium, tungsten carbide, cobalt, cadmium, cotton, jute, hemp, etc.

Centres and Plants Visited

	Centres Visited	Plants Visited	Special Clinics
Survey clinics	132	716	90
Total	132	716	90

Plant Visits to Assess Exposure and/or Introduce Medical Program

Silica exposure	55
Asbestos exposure	25
Combined asbestos and silica exposure	11
Isocyanate exposure	17
Other dusts	14
Total	122

Issuance of Health Certificates Silicosis Act 1950

* New applicants examined	1,314
New certificates issued	1,307
Certificates renewed	3,228
Certificates cancelled	0
Certificates withheld	4
Certificates refused	3

* The examination of new applicants involved the taking of 1,314 occupational histories.

Silicosis

Of 8,427 persons employed in various silica exposures, radiological evidence of silicosis was reported in 84. Eighteen of these were newly diagnosed.

	Previously Reported	Newly Diagnosed	Total
Simple silicosis	63	16	79
Complicated silicosis	3	2	5
Total	66	18	84

Asbestosis

Of 3,781 asbestos exposed persons examined radiological evidence of asbestosis was reported in 27. Eight of these cases were discovered in 1980-81.

	Previously Reported	Newly Diagnosed	Total
Asbestos exposure	5	5	10
Asbestos/silica exposure	14	3	17
Total	19	8	27

Other Pneumoconiosis

Radiological evidence of pneumoconiosis other than silicosis and asbestosis was reported in three persons as follows:

Coal miners' pneumoconiosis	3
-----------------------------	---

Other Conditions Reported Upon

Pleurisy, inactive	394
Pleurisy, w/effusion	4
Dust Effects, uncomplicated	188
Dust Effects, with TBC	3
Heart abnormal	102
Aorta abnormal	180
Primary focus	443
Primary complex	271
Hilar calcification	227
Fungus infection	33
Pneumonia	4
Emphysema	33
Increased lung markings	369
Sarcoidosis	3
Unspecified	1,231

Hygiene Service

Source of Hygienists' Visits

Carry over from 1979/80	167
Industrial Health and Safety Branch	998
Occupational Health Branch	432
Construction Health and Safety Branch	18
Minister's Office	2
Workmen's Compensation Board	196
Companies	64
Unions	4
Anonymous	2
Other	12
Total	1,895

Hygiene Service Field Visits — Hygienists

	Requests	Field Visits	Outstanding
Carry Over	167		
April	143	110	
May	189	139	
June	99	108	
July	143	150	
August	90	79	
September	127	124	
October	139	104	
November	157	168	
December	156	126	
January	159	148	
February	152	158	
March	174	118	
Total	1,895	1,532	363

Source of Air Quality Assessment Visits

Carry over from 1979/80	94
Industrial Health and Safety Branch	203
Occupational Health Branch	1,291
Construction Health and Safety Branch	5
Companies	10
Unions	1
Other	1
Total	1,605

Hygiene Service Field Visits — Air Quality Assessment

	Requests	Field Visits	Outstanding
Carry Over	94		
April	119	95	
May	124	118	
June	160	114	
July	175	122	
August	116	125	
September	148	125	
October	138	156	
November	133	218	
December	91	69	
January	91	126	
February	95	121	
March	121	101	
Total	1,605	1,490	115

Occupational Health Laboratory

Analyses of Biological Samples

Lead in urine	16,848
Lead in blood	10,831
Mercury in urine	2,727
Blood cholinesterase	1,158
Fluoride in urine	939
Arsenic in urine, hair and nails	799
Cadmium in urine	711
Chromium in urine	417
Coproporphyrin in urine	378
Phenol in urine	337
MDA in urine	247
Zinc in urine and blood	217
PCBs in serum	120
Manganese in urine	31
Copper in urine and blood	21
Nickel in urine	18
PCBs in fat	1
Thallium in urine	1
Total	35,801

Analyses of Materials

Asbestos	4,059
Free silica	183
Solvents	134
Lead	80
Ident. of plastics	55
General emission spec.	37
Chromium	32
Talc	25
Mercury	25
Nickel	24
Ident. of decomposition products	18
Iron	17
Nitrites	17
Ident. of cutting fluids	14
Alkalinity measurements	14
Manganese	13
Copper	13
Zinc	12
Ident. of oils	12
PCBs	11
Particle sizing	11
Amines	11
Calcium	11
Arsenic	10
Acidity measurements	9
Cobalt	9
Ident. of dusts	8
Cadmium	7
Tin	6
Ident. of printing solutions	6
Ident. of cleaners	5
Aluminum	5
Magnesium	5
Isocyanates	5
Ident. of type of silica	4
Formaldehyde	4
Antimony	3
Sulfates	3
Phenol	3
Fluoride	2
Ident. of fire extinguishing agents	2
Sulfur dioxide	2
Hydrogen sulfide	2
Cobalt	2
Ident. of fabrics	2
Loss on ignition	2
Ident. of lubricants	2
Phosphoric acid	2
Vinyl chloride	2
Ident. of fluxes	2
Ident. of wood preservative	2
Ident. of flavouring	1
Moisture	1

Ident. of anti-offset material	1
Ident. of lightener	1
Analysis of firebrick	1
Ident. of paint binder	1
Triethanolamine	1
Propylene oxide	1
Epichlorohydrin	1
Carbon disulfide	1
Acrylamide monomer	1
Ident. of hydraulic fluid	1
Ident. of catalyst	1
Ident. of mordant	1
Total silica	1
Ammonia	1
Ident. of deposit on exhaust	1
Ident. of material in mask	1
Titanium	1
Barium	1
Ident. of adhesive	1
Ident. of paper additive	1
Ident. of rubber	1
Morpholine	1
Ident. of anti-static agent	1
Silver	1
PAHs	1
Ident. of contact aid	1
Ident. of thiram	1
Ident. of heat transfer fluid	1
Ident. of undercoating	1
Total	4,975

Sources of Materials Analyses

Special Asbestos Survey	4,059
Requested by Occupational Health Branch	690
Requested by Industrial Health and Safety Branch	155
Requested by Mining Health and Safety Branch	40
Requested by Companies	23
Requested by Health Units	3
Requested by Construction Health and Safety Branch	2
Requested by Ministry of Health	1
Requested by Special Studies and Services Branch	1
Requested by Physician	1
Total	4,975

Analyses of Collecting Media from Air Sampling

Respirable quartz	3,391
Lead	2,821
Toluene	1,303
Xylene	1,200
Chromium	913
Zinc	810
Isocyanates	744
Methyl ethyl ketone	663
Nickel	631
Copper	596
Styrene	536
Vinyl chloride	521
Iron	478
Formaldehyde	368
Manganese	341
Methylene chloride	339
Stoddard Solvent	330
Mercury	314
Cadmium	303
Acetone	301
Methyl isobutyl ketone	294
Benzene	231
Fluoride	224
Ethyl acetate	217
Sulfuric acid	212
Isopropyl alcohol	209
Butyl acetate	177
Naphtha	171
Oil mist	167
Aluminum	166
Arsenic	162
n-Butyl alcohol	160
Cellosolve acetate	152
Methyl chloroform	150
Ethyl alcohol	133
Butyl cellosolve	124
Ethylene oxide	113
Solvesso-100	110
Antimony	103
PCBs	101
Benzene solubles	97
Isophorone	95
Ammonia	93
Chloride	82
Phenol	82
Hydrogen chloride	80
Trichloroethylene	78
Halothane	77
Cyanide	76
Acrylonitrile	75
MOCA	68
Cobalt	67
Methyl alcohol	65

Trimethylbenzene	64
Ozone	63
Calcium	57
HDI	56
Acrolein	47
Perchloroethylene	47
Phosphoric acid	47
Phenanthrene	45
Chrysene	45
Petroleum ether	44
Hexane	41
Triethylamine	39
Fluoranthene	36
Pyrene	36
Tin	36
Anthracene	36
Benzo(a)pyrene	36
Benzo(g,h,i)perylene	36
Sodium hydroxide	35
Beryllium	35
Silver	34
Diacetone alcohol	34
Barium	33
Mineral spirits	33
Ethyl ether	31
2,4,6-Trichlorophenol	31
Pentachlorophenol	31
Ethyl cellosolve	30
Petroleum distillate	30
Isobutyl alcohol	27
Magnesium	26
Nitric acid	25
Cyclohexanone	25
2,4,5-Trichlorophenol	24
Aliphatic hydrocarbons	22
Benzydine	22
Methyl cellosolve	19
2,4-D	19
Picloram	19
Diazinon	19
Lindane	19
Carbon disulfide	17
Isosorbide dinitrate	16
Ethylene dibromide	16
Ethylene dichloride	16
Cresol	15
Morpholine-thiobenzothiazole sulfenamide	15
Bismorpholino-thiocarbonyl sulfenamide	15
Dioxane	14
Ethylene glycol	14
Free silica (colorimetric)	13
Varsol	13
Diethylene glycol monomethyl ether	13
Carbitol	12
Thiram	10

Construction Health and Safety Branch

R.K. Cleverdon, P. ENG.*
Director

Analyses of Collecting Media from Air Sampling (continued)

Methyl cellosolve acetate	10
Acetonitrile	10
Parathion	8
Dimethylformamide	7
Boron	7
Epichlorohydrin	7
Morpholine	7
Isopropyl acetate	7
n-Propyl alcohol	7
Triethanolamine	6
n-Propyl acetate	6
Super Hi-Flash	6
Vinyl Acetate	6
Nitrous oxide	5
Acetic acid	5
Monochlorobenzene	5
Ethylene thiourea	4
Pentane	4
Sulfate	4
Isobutyl acetate	3
2-Nitropropane	3
Asbestos (by electron microscopy)	3
Total	23,058
Total number of analyses:	63,834

The Construction Health and Safety Branch is concerned with the health and safety of workers engaged in all aspects of the construction industry including erection, alteration, repair, demolition, dismantling and moving of such projects as buildings, structures, sewers, watermains and conductors of electrical energy and solids, liquids or gases. The branch is headed by a professional engineer, with seven professional engineers on staff.

The branch is responsible for the administration of The Occupational Health and Safety Act, 1978, and Ontario Regulation 659/79 for construction projects.

Through the cyclical inspection program, approximately 11,000-13,000 notifiable construction projects are inspected annually across the province for compliance with the above legislation.

The field inspectors investigate all fatalities, most serious accidents and any unusual situations or occurrences that may be hazardous on construction sites.

Consultations are held with labour and management of the construction industry to increase the awareness of and commitment to developing and maintaining safe and healthy construction sites.

On March 31, 1981, the branch had a complement of 129, including one director, 116 field inspectors and 13 support staff.

* On October 27, 1980, R.K. Cleverdon was appointed special consultant to the assistant deputy minister. D.M. Pizak, P.Eng. was appointed acting-director until Walter S. Melinyshyn, P.Eng. assumed the appointment of director on June 15, 1981.

1980-81 Activities

During the 1980-81 fiscal year, construction health and safety officers completed 72,352 inspections, an increase of about 10 per cent from the 1979-80 fiscal year. A total of 29,543 orders was issued during these inspections, compared with 30,003 during the previous fiscal year, a decrease of about 1.5 per cent.

The number of construction fatalities has been declining steadily during the past four years and decreased during 1980-81 to 27 compared with 32 during 1979-80.

Inspection of construction projects included 1,761 inspections of 144 underground projects. A total of 595 orders were issued during the underground inspections.

Inspection and Fatality Data	1979-80	1980-81
Notifiable projects	\$ 13,169	11,170
Inspections (including underground)	65,650	72,352
Orders issued (including underground)	30,003	29,543

Fatalities	32	27
Non-fatal accidents reported	10,699	10,345
Inspections (underground)	1,724	1,761
Projects (underground)	171	144
Orders (underground)	516	595
Other calls (including underground)	2,959	3,578
Inspections where no orders left (including underground)	51,207	57,860
Convictions	367	184
Total Fines	\$ 100,240	\$ 89,276
Complaints investigated (including underground)	1,221	1,188
Accidents investigated (including underground)	725	820
Promotional calls (including underground)	770	899
Workers in the workforce	229,000	223,000
Consultations	768	900
Predevelopment review (plans review) (field visits)	156	192
Refusals to work investigated	6	10

Projects Under Compressed Air

April 1, 1980 to March 31, 1981

No.	Location	Pressure		Shift Workers	No. of Decompressions Supervisors		Total	No. of Cases of Decompression Sickness
		Min.	Max.		Shift	Etc.		
79/123	Toronto	3	13	442		271	713	—
*80/30	Toronto	4	14	1,435		1,210	2,645	2
*80/32	Toronto	5	14	1,161		661	1,822	—
*80/54	Toronto	4	12	1,350		473	1,823	—
*80/71	Toronto	5	13	695		469	1,164	—
*80/81	Toronto	6	10	276		140	416	—
Total				5,359		3,224	8,583	

* Projects still in progress April 1981.

There were 2 cases of decompression sickness reported for the year 1980-81.

Underground Project Inspection Summary

April 1, 1980 to March 31, 1981

	Projects under Inspection	Completed during year	C/F to next year	Length of Tunnel feet		Projects under Compressed Air	No. of Inspections	No. of Directions	No. of Inspections with no Directions
				Less than 60" diam.	60" diam. and over				
Long tunnels	73	38	35	6,456	37,690	6	1,146	440	937
Short tunnels (under 50')	51	40	11	1,764	216	—	382	77	338
Jacked tunnels	19	10	9	2,113	2,030	—	211	78	172
Other underground structures	1	—	1	—	—	—	22	—	22
Totals:	144	88	56	10,333	39,936	6	1,761	595	1,469

Industrial Health and Safety Branch

J. McNair, P. ENG.
Director

1980/81 Activities

The Industrial Health and Safety Branch, operating under The Occupational Health and Safety Act, 1978, and Ontario Regulation 658/79 is responsible for the administration of programs designed to reduce the incidence of illness or injury caused by industrial activities and processes. The Act applies to workers in hospitals, schools, colleges and universities, police, fire, detention and correctional institutions, transportation and municipalities as well as those in traditional industrial establishments.

The increasing use of toxic chemicals and other agents in industry and logging require careful monitoring to establish controls of potential health and safety hazards to workers.

Employers and employees themselves have the primary responsibility for occupational health and safety programs in their workplace and are encouraged to meet this responsibility. The establishment of internal responsibility systems within companies is a major function of the branch; the inspection role of the branch is regarded as an information and evaluation tool in the audit process.

Frequency of audit and inspection of a particular workplace varies depending on the potential hazards which may be present. To perform the audit, branch officials meet with employers, employees and union representatives to discuss their concerns and assist development of possible solutions. Where contravention of the legislation is found during inspection, corrective action is prescribed in the form of orders. Following the inspection, the officer meets with the employers, employees and union representative to discuss the inspection report, any potential hazards and any preventive action required. The officer will assist employers and employees to understand the need to establish an effective self-inspection and self-compliance program within the workplace.

The branch arranges health surveys of industrial establishments in co-operation with the Occupational Health Branch.

On March 31, 1981 the Industrial Health and Safety Branch had a complement of 200, including one director, 183 field staff and 16 support staff.

During the year, officials of the Industrial Health and Safety Branch completed 47,801 inspections, an increase over the 1979-80 total of 39,184 or 22 per cent. A total of 41,854 orders was issued, an increase of about 2.5 per cent. The number of fatalities under the legislation administered by the branch decreased from 68 to 50. Of these, 38 occurred in industrial workplaces, and 12 occurred at logging operations.

The total of non-fatal accidents reported remained constant with 86,741 reported in 1979-80 and 87,016 in 1980-81. Of the total number of accidents, about 58 per cent occurred in unionized workplaces.

Inspection and Fatality Data

	1979-80	1980-81
Non-fatal accidents reported	86,741	87,016
Fatalities — Occupational Health and Safety Act	57	38
— Logging	10	12
Inspections (includes logging)	40,421	47,801
Orders issued	40,890	41,854
Orders completed	36,428	34,577
Revenue	\$ 939,796	\$ 992,328
Personal	140	200
Convictions	50	53
Fines	\$ 69,500.	\$ 149,800.
Refusals to work investigated	79	126
Accidents investigated	802	622
Stop work orders issued	1,180	1,109
Pre-development review (plans review)	4,009	3,672

Analysis of Non-Fatal Accident Reports

(figures in brackets refer to unionized industrial establishments)

Accident Group	Number of Industrial Establishments		Number of Employees		Number of Accidents Reported	
Nil	49,254	(3,298)	374,099	(61,974)	—	—
1—5	13,590	(2,688)	371,617	(125,443)	25,949	(6,226)
Over 5	3,323	(1,949)	546,722	(385,782)	61,067	(44,108)
Total	66,167	(7,935)	1,292,438	(573,199)	87,016	(50,334)

Inspection by Industry Including Distribution of Employees

	Total Inspections	Production Employees	Administrative Employees	Employees Total
Agriculture, forestry, fishing, mines	66	3,523	487	4,010
Meat, dairy, beverage, other food processing	1,738	64,646	18,305	82,951
Tobacco	13	2,513	570	3,083
Rubber products manufacturing	263	12,499	4,769	17,268
Leather processing manufacturing	296	11,584	2,286	13,870
Textile industries	634	22,205	5,317	27,522
Knitting mills	121	5,103	936	6,039
Clothing industries	500	22,163	3,330	25,493
Sawmills, veneer, plywood sash, door, other wood industries	1,712	21,367	4,484	25,851
Furniture, electric lamp shade manufacturing	1,153	30,216	4,331	34,547
Paper manufacturing, converting	862	33,842	9,236	43,078
Printing, publishing	1,204	30,182	16,411	46,593
Primary metals: aluminum, copper, rolling casting, extruding	996	56,384	9,173	65,557
Metal fabricating	4,936	91,944	27,176	119,120
Machinery, equipment manufacturing	1,266	36,133	19,000	55,133
Transportation, equipment manufacturing	1,269	89,318	19,318	108,636
Electrical products manufacturing	1,320	62,038	25,448	87,486
Non-metallic products mfg., cement, clay, asbestos, glass	1,103	20,136	6,625	26,761
Petroleum, coal products	130	4,761	2,636	7,397
Chemicals, chemical products	1,137	28,277	15,546	43,823
Misc. mfg., scientific equipment, jewellery, brooms, plastic fabricator	1,912	37,507	12,257	49,764
Construction industry	1,545	26,328	8,095	34,423
Transportation: truck, railway, air, water	631	41,635	10,283	51,918
Storage	415	8,723	4,022	12,745
Communications: radio, television, telephone, post office	17	30,806	11,886	42,692
Utilities: gas, water, electric, sewage	581	18,764	13,368	32,132
Wholesale trade	4,355	62,802	38,902	101,704
Retail trade	12,334	216,302	55,412	271,714
Finance, insurance	524	24,971	61,380	86,351
Education	88	2,833	2,463	5,296
Health, welfare	209	6,947	1,066	8,013
Religious organizations	—	—	—	—
Motion picture, recreation	78	1,397	418	1,815
Service to business: advertising, engineering, legal	233	6,132	5,020	11,152
Personal service, shoe repair, barber, laundries, restaurants	2,445	69,530	69,304	138,834
Misc. service, photography, blacksmithing, welding, building services	828	9,934	4,070	14,004
Government: federal, provincial, local	887	78,993	39,405	118,398
Undefined activity	—	—	—	—
Totals	47,801	1,292,438	532,735	1,825,173

Orders Issued Under the Occupational Health and Safety Act

April 1, 1980 to March 31, 1981

- A) Canada Labour Code
- B) General (Act)
- C) Safety Committees
- D) Duties
- E) Tags and Time Limits
- F) General (Reg)
- G) Notices
- H) Premises
- I) Lighting
- J) Fire Protection — Prevention
- K) Machine Guarding
- L) Electrical
- M) Explosive Actuated Tools
- N) Material Handling
- O) Confined Spaces
- P) Maintenance and Repairs
- Q) Protective Equipment
- R) Molten Metal
- S) Logging
- T) Buildings
- U) Sanitation
- V) Environmental Hazards

Industry

Agriculture, forestry, fishing, mines
Meat, dairy, beverage, other food processing
Tobacco
Rubber products manufacturing
Leather processing manufacturing
Textile industries
Knitting mills
Clothing industries
Sawmills, veneer, plywood sash, door, other wood industries
Furniture, electric lamp shade manufacturing
Paper manufacturing, converting
Printing, publishing
Primary metals: aluminum, copper, rolling casting, extruding
Metal fabricating
Machinery, equipment manufacturing
Transportation, equipment manufacturing
Electrical products manufacturing
Non-metallic products mfg., cement, clay, asbestos, glass
Petroleum, coal products
Chemicals, chemical products
Misc. mfg., scientific equipment, jewellery, brooms, plastic fabricator
Construction industry
Transportation: truck, railway, air, water
Storage
Communications: radio, television, telephone, post office
Utilities: gas, water, electric, sewage
Wholesale trade
Retail trade
Finance, insurance
Education
Health, welfare
Religious organizations
Motion picture, recreation
Service to business: advertising, engineering, legal
Personal service, shoe repair, barber, laundries, restaurants
Misc. service, photography, blacksmithing, welding, building services
Government: federal, provincial, local
Undefined activity

Totals

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	Total
		6	2						1	6				1		1	3		2			22
2	133	70	22			3	404	37	44	786	47		279	4	62	76		1	78	8	119	2,175
		1					1			4			1		3						1	11
1	16	5	11				76	5	44	211	13	5	69	2	18	19			16		55	566
3	66	25	11			2	50		54	248	2	1	20		9	19			8	5	16	539
	59	24	17			3	140	15	29	329	22	1	84	1	51	52			44	2	66	939
	28	4	2				18		2	72			5		1	6			6		12	156
3	157	46	6			3	33	8	9	126	4		8		5	40			16	3	1	468
9	72	45	54			10	161	6	73	603	26	27	87	1	47	81		2	35	7	197	1,543
5	97	59	66			4	100	5	105	462	19	46	87	2	24	74			62	15	122	1,354
4	38	44	39			3	332	12	75	445	34		162	8	85	52			53	6	146	1,538
5	95	40	23			2	105	11	123	304	7	1	75		31	58			35	5	92	1,012
17	43	28	49			3	423	12	59	412	47	2	305	5	84	92	31	1	25	12	301	1,951
19	359	217	299			14	675	25	323	2,176	81	5	712	7	155	305	1	1	135	45	544	6,098
6	89	62	59			1	264	24	106	483	28	4	317	1	30	115	2		45	7	225	1,868
9	70	50	69		1	3	517	15	161	716	53	3	309		77	176	1	1	37	7	264	2,539
7	85	37	54				315	16	143	742	48	3	290	3	35	182	3	1	61	16	254	2,295
5	41	25	36			1	329	24	47	459	35		151	1	43	34	1	1	27	13	231	1,504
		1	2	5			55	1	5	44	3		21		4	16			3		19	179
3	37	30	23		2	1	348	18	61	403	13		178	4	43	72			38	8	195	1,477
11	155	78	53			5	239	15	111	574	21		163	1	25	85	1	2	67	22	226	1,854
4	21	20	14				43		38	117	15		56		7	8			8	5	18	374
2	29	25	5			1	40	3	19	34	6		28	1	2	11			4	5	12	227
3	11	9	1			1	23	6	8	38	4		32		3	14			20	8	15	196
		1					2			1			1			1						6
1	12	6	7			4	151	9	23	74	10		63		19	8			19	3	44	453
7	133	119	53			3	258	19	115	434	31	6	292	1	49	117			104	9	134	1,884
13	149	150	92		1	19	457	134	443	438	106		426	32	56	194			468	23	185	3,386
6	4	8	6			2	20	20	14	25	4		7		10				40	3	11	180
1	11	5	2				3	1	9	13	1		6			2			4		14	72
		15	12	5			13	2	5	48	4		6			5			6	1	8	130
		1	1	1		1	6		2	16	2		6		1				1			38
1	6	2	1			1	9	3	7	20	1		10			4			8	1	9	83
4	74	22	14		2	1	85	52	68	135	13		155	4	15	28			35	3	22	732
2	13	9	2			2	22		22	60	13		45		3	10			14		21	238
2	27	18	6			2	74	4	46	115	7		43	3	6	8			13	10	19	403
		2	2				5		4	24	1		7			2			1		6	54
155	2,155	1,301	1,109		6	95	5,796	502	2,398	11,197	721	104	4,507	81	1,004	1,969	40	12	1,536	252	3,604	38,544

Mining Health and Safety Branch

P.B. McCrodan
Director

1980-81 Activities

The Mining Health and Safety Branch encourages employers and employees in the mining industry to prevent accidents and health problems through co-operative identification and control of health and safety hazards in mining and mine-related workplaces in Ontario.

The branch's activities apply to 126 underground mines, 40 open-pit mines, 5,461 sand and gravel pits and quarries, 45 metallurgical and ore processing plants and 50 clay, shale and peat workings. These establishments employ approximately 77,493 people.

The branch administers The Occupational Health and Safety Act, 1978 and Regulations for Mines and Mining Plants, 660/79.

The Mining Health and Safety Branch has a complement of 94, including nine mine rescue training officers. This complement of 94 engineers, inspectors, technicians, mine rescue training officers and clerical support staff covers four engineering disciplines — mining, electrical-mechanical, working environment and metallurgy.

The branch's programs promote safe work conditions, practices and measures to minimize health hazards in the mining environment. They are carried out within a complex framework of inspections, investigations and consultations.

Inspection Program

The inspection program is an ongoing program to audit compliance with The Occupational Health and Safety Act, 1978 and the Regulations for Mines and Mining Plants, 660/79.

All active workplaces in all operations are inspected for compliance. Types of operations inspected are:

Type of Operation as of April 21, 1981	Active Operations	No. of Employees
Mines	126	26,971
Open pits	40	2,071
Quarries	352	5,702
Metallurgical plants	34	18,923
Metallurgical labs	11	2,567
Clay and shale pits	32	161
Peat workings	18	51
Sand and gravel pits	5,109	20,377
Diamond drilling	14	312
Aggregate plants	23	358
Total	5,759	77,493

Many pits are worked only on an intermittent basis, and so would not be inspected regularly throughout the year. The objective is to visit each mine three times per year; sand and gravel pits are checked twice per year and inspected if they are found active; other operations are inspected two or three times per year. There are no records of inspections requested by workers, although sometimes an inspection is conducted as the result of a complaint.

No notice of surface inspections is given. Many underground inspections are prearranged, however, with the agreement of the unions, so that their health and safety representative may accompany the inspector.

In 1980-81, 5,736 inspections were made.

Directions are issued when contraventions are identified. In 1980-81, 7,195 directions were issued.

All directions are followed up to ensure compliance, and failures to follow a direction are extremely rare as a stop-work order would probably be imposed.

Charges can be laid for serious infractions, for repeated violations of the same type, or for failure of the company to take action as required. In 1980-81, there were seven prosecutions and seventeen convictions.

Abandoned Mines

Inspection of abandoned mines on private and Crown lands to ensure adequacy of protection against inadvertent falls into mine openings resulted in the covering of small openings with concrete and the fencing of large openings. Some \$2,950 was expended by the government on the contract work to install the protection. Liens were registered against the mine property if the owner was unable to pay the cost. The responsibility for the administration of section 167, Part IX of The Mining Act governing the protection of the public from abandoned mines, pits and quarries was transferred to the Ministry of Natural Resources in June 1980.

Wire Rope Testing

By statute, all wire rope used in hoisting installations must be tested by the Government of Ontario Cable Testing Laboratory before use and at intervals during service. Each cable is tested for strength of material in its components, including a breaking test. The tensile machine has a capacity of up to 600,000 pounds tension. During 1980-81, the laboratory completed 1,049 tests.

Environmental Surveys

In 1980-81, 63 surveys and 275 inspections/audits were conducted. Two engineers and nine inspectors specializing in environmental health conduct surveys twice yearly at each mine. Measurements are made for dust, silica, oxygen, carbon monoxide, noise, diesel emissions, sulphur dioxide, heavy metals, etc. Samples are collected and analysed, company data are reviewed, and the two sets of data compared.

Investigation Program

The Mining Health and Safety Branch carries out investigations of all fatal accidents, serious accidents, unusual occurrences, refusals to work and other occupational health and safety complaints from workers in the mining sector. Ministry staff may be reached 24 hours a day to investigate fatalities, serious accidents or refusals to work.

All fatalities are investigated and detailed reports of the investigations are published. During the fiscal year 1980-81, 24 fatalities were investigated.

The branch has developed a computer program to collect and analyse data on the types of non-fatal injuries reported, and/or the cause of serious accidents and unusual occurrences. This program was implemented during the summer of 1979. Information is being processed for analysis at the present time.

Employee refusals to work requiring ministry staff investigations are completed on request. There were 26 investigations into work refusals in 1980-81. The branch staff also investigate other complaints concerning unsafe or unhealthy conditions.

Education and Guidance

The Mining Health and Safety Branch provides, through formal and informal discussions, education and guidance on health and safety matters to employers and employees in the mining industry.

The branch prepares guidelines called Information Sheets. These serve as supplementary explanatory material on the regulations for use by both branch inspectors and the mining industry.

Predevelopment Review

The Mining Regulations of The Occupational Health and Safety Act, 1978 specify that the Mining Health and Safety Branch director must receive notification of all new developments or construction, introduction of new process technology, use of new methods of construction or of equipment installation, major alterations of mining technique or technology or the making of major additions or alterations. Branch staff then reviews the plans to reduce the possibility of built-in occupational health and safety hazards. Employees receive notification of the new developments at the same time as the director.

Mine Rescue Program

This program trains specialists at each mine in the direction and control of special mine rescue procedures.

The director of the Mining Health and Safety Branch has overall responsibilities for the mine rescue program in Ontario. The training officers maintain a number of stations and substations equipped with breathing apparatus and fire fighting equipment, as well as other emergency equipment and supplies, to respond immediately to any mine emergency. Mine rescue training officers train specialists at each mine in the direction and control of special mine rescue procedures.

The Mine Rescue Program aims to maintain a high level of preparedness for dealing with mine catastrophes through training of rescue teams and maintenance of rescue equipment.

This program is funded by assessment on the mining industry through the Workmen's Compensation Board.

Eight mine rescue training officers and a senior officer divide their time between training new miners in mine rescue techniques, holding refresher training courses to keep active mine rescue personnel prepared to handle rescue emergencies and fires, checking and maintaining mine rescue breathing apparatus in manned and unmanned rescue stations, and holding mine rescue competitions to allow trained rescue personnel to test their preparedness.

During 1980-81, 1,037 men participated in the mine rescue training program, and 51 seven-man teams competed in eight district mine rescue competitions. A number of fires was responded to, plus innumerable calls to be on the alert for emergencies or fire drills. The mine rescue program expanded into Southern Ontario to cover six mines there.

Mining Health and Safety Data

Statistics from April 1, 1980 — March 31, 1981

	1979-80	1980-81
Number of workers	66,639	77,493
in mines	57,386	57,116
in sand and gravel pits	9,253	20,377
Number of underground mines	103	126
Number of surface mines	32	40
Number of pits and quarries	4,862	5,461
Number of metallurgical and ore processing plt.	51	68
Number of clay, shale and peat workings	51	50
Number of inspections	7,009	5,736
Number of directions issued	8,344	7,195
Number of prosecutions	9	7
Number of convictions	6	17
Number of accident investigations	110	91
Number of complaints	35	4
Predevelopment review	64	98
Refusals to work investigated	9	26
Stopwork orders	15	61
Number of mine rescue stations	7	7
Number of mine rescue substations	29	30
Number of miners under training in mine rescue	993	1,037
Wire rope tests	987	1,049
Number of fatalities	12	24
Underground	7	15
Surface	—	3
Metallurgical	3	1
Sand and gravel pits	2	4
Quarries	—	1

Special Studies and Services Branch

Maxwell Fitch, MD
Director

1980-81 Activities

This branch is primarily concerned with programs to prevent illness and injury. Its responsibilities are:

- to support the development of divisional regulatory strategies by:
 - a) acting as a resource to the division on the long-term health effects of exposure to various toxic or hazardous agents;
 - b) keeping abreast of world literature on the causes and prevention of occupationally-related diseases and injuries.
- to carry out short or long-term investigations of health problems associated with occupational exposure to hazardous agents;
- to evaluate the health of particular groups of workers, such as uranium miners and workers exposed to silica or asbestos;
- to conduct and/or sponsor research related to problems of occupational exposure to hazardous agents and evaluation of the health status of exposed workers;
- to monitor the use of radioactive materials insofar as the province has jurisdiction;
- to conduct studies and research in the area of occupational safety, and act as consultant in matters relating to the safety of work procedures;
- to prepare contingency plans for, and provide technical support in, emergencies relating to nuclear generating stations.

Activities and services to meet the branch objective are conducted by four separate but interrelated services: the Radiation Protection Service, Health Studies Service, Safety Studies Service and Radiation Protection Laboratory.

On March 31, 1981 The Special Studies and Services Branch had a complement of 74: Radiation Protection Service, 22, Radiation Protection Laboratory 21, Health Studies Service, 19, Safety Studies Service, eight and Administration, four.

Radiation Protection Service

The service's responsibility is to protect the people of Ontario from unnecessary exposure to radiation in working and living environments as delineated in specific areas by the current Occupational Health and Safety Act, 1978, by Reg. 721 (X-ray Safety) under The Public Health Act. The core of the Technical Advisory Group for a provincial response to accidents at nuclear generating stations is provided by personnel of the Special Studies and Services Branch.

Ongoing programs of the service during 1980-81 have been:

- safety inspection of x-ray installations in industry, education and veterinary practice (88 x-ray facilities inspected, 157 plans checked for adequacy of radiation shielding);
- safety inspection of commercial microwave ovens (677 ovens checked for radiation leakage);
- on behalf of the Ministry of Housing, measurements of radon daughter concentrations occurring in newly constructed houses in Elliot Lake and Bancroft for compliance with a standard in O/Reg 555/78 under The Building Code Act (166 new houses plus two apartment buildings with 180 apartments in each building were checked; 470 houses rechecked);
- investigation and follow-up of 80 reported cases of radiation over-exposure;
- 300 video display terminals checked for radiation emissions;
- safety inspection at 36 locations where some form of non-ionizing radiation was being used (radio frequencies, microwaves, ultra-violet light, laser devices);
- safety inspection of a limited number of radioisotopic installations on request;
- contingency planning against possible accidental release of radioactive materials from nuclear power plants;
- providing advice, information and assistance to industry, government agencies and the public on all aspects of radiation protection.

Work has continued in the development of new methods of measurement, evaluation of new instruments, construction of special instruments, maintenance and calibration of equipment and construction of new instrument calibration facilities with a view to more complete, reliable and faster evaluation of radiological hazards.

Investigation and assessment of new radiation hazards, particularly the various forms of non-ionizing radiation, has continued.

A mobile laboratory is being equipped for radiation emergency preparedness. A self-powered time-averaging monitor has been developed for radon and thoron daughter surveys in non-uranium mines, and is being laboratory tested.

Radiation Protection Laboratory

This laboratory, with 21 scientists and technicians, provides a capability for the analysis of a wide range of radioactive substances. It serves all provincial agencies charged with responsibility for programs associated with the surveillance of uranium mining and processing plants, nuclear reactors, industries, and facilities which use radioactive isotopes. A total of 21,806 measurements were being carried out for these various programs.

The laboratory provides technical advice to provincial agencies and to industry on establishing or improving their analytical capability, interpreting results and designing surveillance programs. Methodology development and improvement is a continuing process.

Relocation of the laboratory took place in 1979-80. The new facilities will allow development of new programs such as neutron activation analysis. The range of activities in samples that may be handled can be extended considerably while minimizing the possibility of cross-examination between samples.

Occupational health-related work continued to increase. Calibration of radon daughter counting equipment for various companies and for this ministry increased significantly during the year. Members of staff participated in various activities associated with the radiation contingency plans. Requests for assistance in cross-checking measurements increased and participation in the US Environmental Protection Agency cross-check programs was expanded. Low-level measurements for the Ministry of Environment's IJC Great Lakes project were carried out regularly throughout the year.

Health Studies Service

This service provides information and consultation on the possible long-term health effects of various agents associated with industrial processes, and makes recommendations for codes and standards.

The service co-operates with other branches, as well as with the Workmen's Compensation Board, Ministry of the Environment, the Atomic Energy Control Board and other groups concerned with the health of workers

and the effects of industrial pollution on the general community.

Major activities have included study of workers in asbestos product manufacturing with the planning and preparation of epidemiological reports on asbestos and cancer in specific groups, continuing surveillance of workers exposed to vinyl chloride and certain nickel compounds. A system for the assessment of mortality in Ontario by area with the capability for historical perspective is being developed.

Support for other ministries, particularly the Ministry of the Environment, has included evaluation of health effects of contaminants including certain heavy metals, solvents and chemicals such as PCBs. The field work of a study of fluoride content of urine of selected populations in the vicinity of brick plants was completed. Various methods for evaluation of short-term biological tests in assessment of worker exposure to possible carcinogens are being studied.

The service has a complement of eight medical consultants, a statistician and support staff.

Safety Studies Service

This service undertakes multidisciplinary research of factors which contribute to occupational accidents and diseases. Its staff includes six professionals representing engineering, ergonomics, applied physiology, psychology, and statistical testing. This multidisciplinary approach allows insight into the short- and long-term effects of various actions, procedures, equipment, and environmental factors in the workplace.

The service has recently attained its full complement of professionals. Staff act in a consultative capacity for the line branches. Research objectives are formulated to provide useful information on applied problems to reduce occupational injuries and diseases within the province. The objectives are achieved through the combined use of existing information and self-initiated data collection. The information obtained is then disseminated through the consultative role of the service, seminars, and in published format.

Some areas of study activity include fall protection, commercial diving, personal protective equipment, shiftwork, safety correlates of physical fitness, degenerative disease of the lumbar spine and the ergonomic considerations for visual display terminals.

Standards and Programs Branch

Alan D. Heath,
Director

1980-81 Activities

The responsibilities of this branch are to assemble and analyse data on workplace hazards, to co-ordinate the development of programs to control the exposure of workers to hazards in the workplace and to co-ordinate the development and evaluation of Occupational Health and Safety Division policies and programs on behalf of the assistant deputy minister.

On March 31, 1981, the branch had a staff of 81.

- prepared material required for the publication of a notice of intent to designate asbestos, silica, lead, mercury, isocyanates, vinyl chloride, noise and coke oven emissions.
- developed and completed the form and structure of proposed regulations relating to the designation of asbestos, silica, lead, mercury, isocyanates, vinyl chloride and noise. Proposed regulations for these substances under the provisions of section 22(b) of the Act were gazetted August 16, 1980.
- assembled background data on the substances proposed for designation and drafted interim reports on the designation of the above regulations.
- assembled material for the drafting of background information for a document supporting a regulation to control the exposure of workers to coke oven emissions.
- received and reviewed reports prepared by consultants on acrylonitrile, benzene, formaldehyde, hexavalent chromium compounds, and the labelling of hazardous substances.
- assembled information for the development of control strategy papers on benzene, formaldehyde, hexavalent chromium, and acrylonitrile.
- developed initial background information and prepared project specifications to guide studies by consultants that are to be used for the development of strategies for the control of the exposure of workers to the hazards of cadmium, styrene, hazardous biological agents, diesel emissions, amines, three chlorinated hydrocarbon solvents, nickel, coal tar pitch volatiles, pesticide formulators, beryllium, and ethylene oxide.
- developed background information and prepared proposed specifications for a document and *pro forma* 'notification of intent' to manufacture, distribute or supply a new biological or chemical agent or combination of agents. Notification of intent is required under section 21 of the Act.
- prepared for the adoption of the USA's Environmental Protection Agency publication *The Toxic Substances Control Act Chemical Substances Inventory*, for the purposes of section 21 of The Occupational Health and Safety Act, 1978. Arranged for publication in *The Ontario Gazette* of January 3, 1981, an order made under the Act adopting the inventory, and for the deposit of the inventory at strategic locations around the province for reference by members of the public.
- responded to inquiries concerning the inventory and its cumulative supplement.
- prepared for publication of a list of toxic substances entitled *Exposure Criteria for Potentially Harmful Agents and Substances in Work Places*.

- initiated the design and development of data sheets on hazardous substances.
- developed a training program for mining inspectors.
- consulted with firefighters, fire chiefs and commercial divers regarding development of regulations.
- prepared material for the drafting of regulations for health care facilities.
- consulted with representatives of the educational sector regarding application of the Act to teachers and academic staff of universities.
- co-ordinated and participated in the training of 36 inspectors engaged by the Industrial Health and Safety Branch to audit workplaces added to the division's jurisdiction under The Occupational Health and Safety Act, 1978.
- co-ordinated and prepared the ministry responses to the memoranda from the Advisory Council on Occupational Health and Occupational Safety.
- co-ordinated and prepared the Management by Result (MBR) and budget submissions for the division.
- developed monitoring charts which provide a visual display of performance for a selected number of measures. These charts serve as a monthly control system which will alert the division when performance varies significantly from planned or expected levels.
- studied data sources, publications and practices of other jurisdictions for assessing the economic impact as a result of regulating hazardous substances; extracted and analysed data for lead, asbestos, vinyl chloride, isocyanates, mercury, silica and noise.
- continued work on analysing the health and safety performance of industrial sectors.
- conducted consultations on the provisions of The Occupational Health and Safety Act, 1978, with industry associations and senior management/joint health and safety committee members of client organizations.
- co-ordinated a Ministry of Labour submission to the Ministry of the Environment Committee established to develop guidelines for the safe handling, transportation and disposal of waste asbestos in landfill sites.
- consulted with the Ministry of Intergovernmental Affairs, Local Government Division, on matters relating to the coverage of municipalities under The Occupational Health and Safety Act, 1978.
- actively participated in the Small Firms Committee. This is an organization comprised of representatives from the Ontario Chamber of Commerce, Canadian Manufacturers Association, the Canadian Organization of Small Business, trade associations, individual enterprises, safety associations and two Ontario government ministries looking into the occupational health and safety needs of small business.
- participated in the newly-formed Tri-ministerial Advisory Committee on Occupational Health and Safety, along with representatives from the Ministries of Health and Colleges and Universities. The advisory committee co-ordinates educational programs within the CAAT system and functions as an adviser body to the Ontario Council of Regents.
- participated in the Customer Services Committee of the Ministry of Labour.
- reviewed the French translation of regulations for mines and mining plants.
- continued to provide support to the line branches by maintaining the editing, coding and filing systems of inspection reports and lost-time injury reports (Form 7) from the Workmen's Compensation Board.
- completed an operating manual for the Construction Health and Safety Branch.
- continued to operate the occupational health and safety information line. Questions were directed to appropriate officials throughout the ministry, since of the 14,000 calls received, only 30.8 per cent related to occupational health and safety.
- continued to provide administrative support in the allocation of \$1.6 million of Provincial Lottery funds for occupational health and safety training and applied research.
- made public presentations to various groups on The Occupational Health and Safety Act, 1978, as requested.

Program Analysis and Implementation

N. Ignatieff
Assistant Deputy Minister

The Assistant Deputy Minister of Program Analysis and Implementation monitors existing programs and policies to determine their effectiveness, and assists in the development of new legislation, policies and programs to achieve ministry objectives. This includes responsibility for the ministry secretariat which co-ordinated the preparation of policy submissions, ministerial correspondence and liaison with other ministries.

The assistant deputy minister is also responsible for the activities of the Research Branch, the Handicapped Employment Program and the Employment Standards Branch.

The office of the assistant deputy minister, including the secretariat, has a staff of six.

Research Branch

Dr. F. Whittingham
Director

The Research Branch undertakes analytical and evaluation work in support of reviews of the ministry's programs and legislation. It also provides a wide range of services to other government agencies, to the business and labour communities and to members of the general public.

On March 31, 1981, the branch had a staff of 67 persons.

The branch is organized into three sections:

- Working Conditions
- Labour Relations and Collective Bargaining
- Ministry Library

1980-81 Activities

Working Conditions

This section has responsibility for research and policy-related support pertaining to employment standards, women's programs and working conditions generally. Data services are also provided in the area of occupational health and safety.

A survey of wages and employment standards in Ontario industries was completed during fiscal 1980-81; the work had been initiated in the previous fiscal year. Further, growers in the fruit, vegetable and tobacco industries were surveyed in order to obtain data on wages of harvest workers during the 1980 harvest season. The two surveys provided sources of information for a review of Ontario's minimum wage levels.

A range of policy issues related to employment standards was examined. These included layoffs and employee adjustment and coverage of domestic workers.

A brief to the Select Committee on Plant Shutdowns and Employee Adjustment was prepared and data on layoffs was produced on a monthly basis.

The Working Conditions unit took part in reviewing the equal pay legislation and monitoring the experience of other jurisdictions.

Case studies were initiated to assess the impact on employment of the introduction of micro-electronic technology. The work is being done for the Ontario Task Force on Micro-electronics, and focuses on motor vehicle and manufacturing and municipal government.

In the area of occupational health and safety, the section continued to maintain a data bank on work injuries and meet requests for statistics from the Occupational Health and Safety Division. As part of this program, plans were formulated to expand the information available on the system and to expedite data retrieval to provide more comprehensive and timely service.

Professor Paul Weiler undertook a review of the province's workers' compensation system in 1980. In this endeavour he was assisted by members of the branch who arranged and attended meetings between Prof. Weiler and interested parties throughout the province, obtained and processed statistical information from the Workmen's Compensation Board and other sources, and assisted generally in the preparatory work for the report.

Finally, responses were prepared to numerous requests from external agencies and the public. This included preparing responses concerning various international labour organization conventions, recommendations and questionnaires.

Labour Relations and Collective Bargaining

This section is responsible for research and information activities in the area of labour relations and collective bargaining, including operation of the Collective Agreements Library.

Collective Bargaining

During the year this section continued to supply the Ontario Labour Relations Board and the Ontario Conciliation and Mediation Service with information about their case activities and statistical analyses necessary for them to control and evaluate their operations. The data are compiled monthly, quarterly and annually and provide information on the volume of cases being processed, received and disposed of, backlogs and the time taken to process cases from filing to disposition.

The section monitors an average of 300 board cases and 350 Conciliation and Mediation Branch cases per month to collect information on a wide range of aspects of the cases.

The section, in conjunction with Labour Canada, prepares a monthly report on collective bargaining settlements which summarizes the changes in wages and benefit provisions negotiated in the province in collective agreements concerning 200 or more workers. This jointly prepared report is for the use of management and union negotiators and the ministry's conciliation and mediation officers.

In addition to the monthly summaries, the section prepared a quarterly report on wage developments derived from the monthly summaries. The report shows changes in base wages in both cents-per-hour and percentage terms on an average annual and contract year basis. Separate tabulations are provided for agreements without cost-of-living clauses and for those with such clauses. The data for settlements with cost-of-living clauses do not include additional increases that might be generated by the operation of the clause during the term of the agreement.

The section carried out continuous analysis of the most commonly negotiated provisions in agreements covering 200 or more employees, with the exception of construction industry agreements, and also in all agreements in

the public sector regardless of the number of employees covered, except teachers' agreements. The analyses are used in many areas of the branch's research activities by the ministry's conciliation and mediation officers in settling disputes, and by management and union negotiators involved in the bargaining process.

Collective Agreements Library

The library maintains a file of collective bargaining agreements, arbitration awards and related health, insurance and pension plans covering Ontario employees. The primary purpose of the library is to bring together, in a central location, all collective agreements and related documents covering Ontario employees, regardless of legislative jurisdiction; to keep the file current; and to make it available for collective bargaining and research and for administrative purposes by branches of the Ministry of Labour and other ministries. At the end of the fiscal year, the library contained more than 7,900 collective agreements and 3,500 separate health insurance and pension factors covering more than 1,342,000 Ontario employees in industries under federal or provincial jurisdiction.

During the fiscal year the library staff helped approximately 4,950 visitors representing management, labour unions, industrial relations consultants, law firms, government agencies and the general public to obtain information from the documents on file. Agreements and other materials were used on 15,570 occasions by these visitors. In addition, the staff answered more than 4,200 telephone requests for information which involved searches of 5,650 agreements for data on wage rates, fringe benefits and working conditions.

The library's staff consists of a library technician and four clerks.

Regular publications of the Industrial Relations and Collective Bargaining Section include:

Collective Bargaining Settlements and Negotiations in Ontario (monthly)
Wage Developments in Collective Bargaining Settlements in Ontario (quarterly)
Collective Agreements Expirations (annual)
Hours, Wages and Related Payments in the Ontario Construction Industry (annual)

Ministry Library

The ministry library contains over 70,000 books and reports and subscribes to 1,500 journals. These materials cover all major labour issues, especially those

pertaining to the Ministry of Labour's programs. The library serves ministry personnel, and the general public may use the facilities for research purposes.

The library has a staff of 15, of whom six are professional librarians. Each of the reference librarians specializes in one of the following fields: industrial relations, occupational health and safety, and manpower, employment standards and human rights.

The library answered over 5,600 reference inquiries from both ministry and non-ministry personnel and carried out 300 specialized on-line computer searches for ministry staff. It indexed 7,900 periodical articles and filled 13,000 requests for articles from the library bulletins. Over 14,000 items were borrowed and the library filled 3,000 interlibrary loan requests.

1980/81 Publications/Ministry Library

Library Bulletin:

Occupational Health and Safety (semi-monthly)

Library Bulletin:

Labour Relations, Employment and Human Rights (monthly)

Occupational Health and Safety Topics (irregular 12 issues)

Labour Topics (irregular 12 issues)

Bibliographies

Guide on Race Relations

Selected Materials for Mining Health and Safety in the Ontario Ministry of Labour Library

Women and Career Counselling

Women, Micro-electronics and Employment

Employment Standards Branch

*John R. Scott,
Director*

1980-81 Activities

The Employment Standards Branch provides protection for approximately three and three-quarter million Ontarians in the area of minimum wage and basic working conditions.

The Employment Standards Branch is responsible for the administration and enforcement of:

The Employment Standards Act
The Industrial Standards Act
The Fair Wage Schedules on Government Contracts, and
The Employment Agencies Act

The branch consists of the director's office as well as the field investigation and administrative services sections; total staff is about 150.

Employment Standards Act

The primary aim of the Employment Standards Act is to prevent exploitation of unorganized employees.

The branch resolves claims made by employees and also conducts investigations of selected employer groups across the province.

Employers are encouraged to comply with the legislation on a voluntary basis through advertising programs, public speaking engagements and special seminars conducted on employers' premises.

During 1980-81 public appearances by the branch totalled 136. These included 13 seminars arranged in conjunction with community colleges for business personnel, and speaking engagements by individual staff members — with business and schools and also through the media. Equal Pay staff took part in 23 engagements.

The branch expanded its Equal Pay for Equal Work program, completing 132 claim investigations and 49 routine investigations during the year.

Intake and Response

The primary objective of the Intake Section is to provide efficient, courteous and helpful responses to the public.

During 1980-81, this section responded to 485,358 telephone inquiries, 5,136 letters of inquiry, and conducted 23,023 interviews.

Investigations

During 1980-81 the branch* conducted 16,459 investigations under The Employment Standards Act. Collections were made on behalf of 24,986 employees for a total of \$6,076,781.

A comparative breakdown of these and other statistics may be found at the end of this report.

Employment Standards — Referees

The Employment Standards Act provides for a review of an order made by an employment standards officer against an employer. The appeal is heard by a referee selected by the director of the Employment Standards Branch from a panel of referees. (See Table of Appeals).

*Regular staff supplemented by temporary staff.

A referee may also be appointed by the director to hold a hearing into situations where the director is of the opinion that an act, agreement or arrangement has been made to defeat the purpose of The Employment Standards Act.

Agricultural Industry Advisory Committee

This committee advises the Minister of Labour on matters relating to the application of employment standards legislation to agricultural workers and the development and modification of employment standards appropriate to the agricultural industry and its different sectors.

Industrial Standards Act

The Industrial Standards Act provides a means whereby employees and employers may jointly request a schedule of working conditions for their particular industry. It is now being utilized by the garment and fur industries and some of the construction trades. When the schedule has been prepared and accepted by both groups and has been approved by the ministry, the schedule becomes the standard for that industry or trade in a designated zone.

The schedules made under The Industrial Standards Act are generally administered by an advisory committee consisting of representatives from labour and management. All matters are subject to the approval of the director of the Employment Standards Branch.

Advisory Committees Industrial Standards Act

Advisory committees are appointed under the Act to hear complaints of employers and employees and generally to assist in carrying out the purpose of the legislation.

There are two types of committees. The first is involved with industries which manufacture products that are interprovincially competitive. There are four such committees in the garment industry which have province-wide schedules. They are authorized to assess employers and employees in order to provide funds for administering and enforcing their schedules.

The four industries are: Fur, Ladies' Cloak and Suit, Ladies' Dress and Sportswear and Men's and Boys' Clothing. Each committee provides its members with financial statements and a general report on committee activities on an annual basis.

Other committees that are attached to schedules not designated as inter-provincial such as construction industry schedules, do not have the authority to levy assessments against employers and employees. Committees of this kind are considered to be advisory to the ministry.

Fair Wage Schedule on Government Contracts

The Fair Wage Schedule on government contracts ensures fair labour rates for employees working on government projects in the construction, building-cleaning and security industries, and protects contractors from unfair competition based on labour costs when bidding on government contracts. Before tenders are invited for specific projects, a government ministry must obtain guidelines from the Employment Standards Branch on the minimum work rates for each job classification and the maximum hours of work.

During 1980-81, fair wage provisions were included in 1,065 contracts which had an estimated value of about \$413,000,000.

Employment Agencies Act

The purpose of The Employment Agencies Act is to provide the licensing and regulation of employment agencies in Ontario. 'Employment Agency' is defined, in part, under the Act, as the business of procuring for a fee, reward, or other remuneration, persons for employment or employment for persons.

Class A employment agencies are prohibited from charging a fee for any service rendered to any person procured for employment. In classes B, C and D, the persons for whom work is found may be charged a fee not greater than the limitations in regulations under the Act.

Assessments*

	Amount Collected		No. of Monetary Standards Assessed Against Employers		Total Assessments Made Under Individual Standards For Employees	
	1979-80	1980-81	1979-80	1980-81	1979-80	1980-81
Minimum Wage	\$130,866	83,453	496	340	1,009	615
Equal Pay for Equal Work	66,607	216,648	11	41	50	386
Overtime	537,234	1,288,138	1,006	1,036	3,813	5,806
Termination	639,435	1,859,883	1,624	2,127	1,882	3,132
Vacation Pay	938,183	1,063,004	6,317	7,402	15,756	17,074
Public Holidays	409,667	422,930	805	715	7,717	4,066
Industrial Standards		135		1		2
Fair Wage	12	78	1	2	1	2
Pregnancy	5,825	7,182	7	9	7	10
Collection of Wages	1,027,707	1,134,863	3,698	4,377	5,475	6,162
Benefits	210	467	2	3	2	3
Total	\$3,755,746	6,076,781	13,967	16,053	35,712	37,258
			Employers Assessed		Employees Benefiting Financially	
			1979-80	1980-81	1979-80	1980-81
			8,634	9,820	23,447	24,986

*Does not include assessments which were directed to courts (less than 1% of total)

Court Action

	Revised 1979-80	1980-81
Cases	38	11
Cases Dismissed	4	1
Cases Withdrawn	12	5
Cases with Conviction	19	4
Cases settled before Trial	3	1
Fines Levied by the Court	\$13,175	\$825

Appeals

	1979-80	1980-81
Appeals (Section 50)	184	251
Results		
Order Confirmed	48	89
Employer Upheld	4	17
Order Varied	7	19
Appeal Withdrawn	24	28
Appeal Pending at end of fiscal year	101	98
Total	184	251

Permits

	1979-80	1980-81
Overtime Permits	532	492
100 Hour	265	229
Special	267	263
Handicap Work Permits	53	115
Individual	29	57
Group	24	58
Homeworker Permits	244	258

Fair Wage Schedule

	1979-80	1980-81
Construction		
Number of Contracts	1,198	874
Dollar Value	\$405,479,882	\$405,751,506
Building Cleaning and Security		
Number of Contracts	151	191
Dollar Value	7,912,044	7,063,460
Total Dollar Value	413,391,926	412,814,966

Employment Agency Licences

Class	Initial		Renewal		Total	
	1979-80	1980-81	1979-80	1980-81	1979-80	1980-81
A	177	183	581	571	758	754
B	4	10	9	5	13	15
C	—	1	—	1	—	2
D	5	9	21	15	26	24
Total	186	203	611	592	797	795
Revenue	1979-80	1980-81				
	\$ 78,400	\$ 78,150				

Handicapped Employment Program

***Barbara Earle,
Manager***

The Handicapped Employment Program (HEP) was established in September, 1978 to maximize employment opportunities for physically handicapped citizens in the private sector. The program accomplishes this objective through the provision of:

Employer Consulting Services

The program provides consulting services to employers developing programs to increase employment and retention of disabled persons including:

- sponsoring local conferences;
- providing information packages and technical advice;
- arranging awareness seminars;
- linking employers to local agency and professional services;
- facilitating union/management co-operation in joint problem solving.

Examples of the steps taken to date by employers to introduce model practices include:

- holding awareness training sessions for recruiters, managers and co-workers;
- establishing outreach recruitment systems;
- developing retention, retraining and re-employment programs;
- improving hiring and supervisory practices;
- reviewing practices with respect to pre-employment medical examinations and the keeping of medical records;
- studying insurance, pensions and benefits implications of increased employment of disabled persons;
- developing physical demands analysis of jobs;
- increasing physical accessibility of facilities;
- reviewing health and safety practices for disabled workers;
- exploring applications of new technologies, job re-design, aids and adaptations to increase employment opportunities and productivity of disabled workers.

Local Projects

Success in matching disabled job seekers to available employment opportunities requires a detailed knowledge of local job opportunities as well as an inventory of the variously disabled persons seeking employment. Local co-ordination of transportation, aids provisions, referral to employment, professional services to employers, etc. are also required for success. Therefore, one of the major initiatives of the HEP has been to develop models for local action aimed at co-ordinating employment-related resources already existing in communities.

Information Centre/Information Services

In order to stimulate and support such initiatives as employer action and local project activity, HEP provides through its information centre, a variety of information packages, resource materials, links to local sources of expertise, provision of awareness sessions for employers, disabled persons, agencies, educators, the public, etc. The information centre is also an important resource for the program's developing professional outreach initiative, and for its support to the educational initiatives of organized labour.

Professional Outreach

HEP has recognized the key role played by health and para-health professionals in facilitating disabled employment, and has developed a professional outreach initiative to enhance co-ordination with, and information flow to, professional organizations. This initiative focuses on:

- developing professional awareness of disabled employment issues;
- increasing linkages between professionals and local service networks;
- engaging in co-operative planning with professionals to assist employers in increasing employment and retention of disabled persons.

Research, Policy Development, Interministerial Co-ordination

HEP also undertakes research projects focusing on specific barriers to employment and means of increasing employment opportunities.

The program participates in a number of interministerial co-ordination initiatives/study groups. HEP prepares and reviews policy proposals and advises the Minister of Labour on matters affecting employment opportunity of disabled persons.

Internal Program

HEP manages an ongoing internal program of equal opportunity for the physically handicapped within the Ministry of Labour. HEP provides support to the Civil Service Commission in the development of a government-wide program of equal opportunity.

The Handicapped Employment Program had a complement of eight during 1980-81, including one manager, five handicapped employment consultants, one

1980-81 Activities

information clerk and one receptionist secretary. Several additional contract staff have been hired to assist the program to meet the extra workload demands of the International Year of Disabled Persons.

- continuation of the Hamilton Affirmative Action Project undertaken in co-operation with the Ontario March of Dimes to develop and test a community-based model for the employment of physically disabled persons. Initial positive results of the project include:
 - the formation of a consulting team to visit employers; design and development of approaches and materials to assist employers in developing programs;
 - the successful introduction to 65 employers of the concepts and actions they will be undertaking during development of equal opportunity programs. Employer contact to date has included an employer conference, chief executive officer luncheon and follow-up visits with participants;
 - creation of a resource group of professionals to provide technical services (advice on access, job analysis, etc.) to support employer initiatives;
 - establishment of an advisory board to the project;
 - providing assistance to initial development of a unified placement service to provide co-ordinated placement for employers;
 - development of information packages and awareness sessions to highlight key activities/barriers to employers, unions, professionals and agencies;
 - development of co-operative local planning systems between the three levels of government.
- responsive service to 350 other employers in Toronto and across the province seeking information and assistance in developing programs to increase employment and retention of disabled persons;
- provision of information support to numerous conferences, seminars and regional awareness days held by voluntary agencies, consumer groups, educators, municipalities, trade unionists and professionals, as well as advice and assistance to support the disabled employment initiatives of these groups;
- design of the professional outreach initiative to allied health professionals. Planning discussions held with professional organizations including the Ontario Medical Association, the Ontario Physiotherapists' Association, the Ontario Society of Occupational Therapists, the Registered Nurses' Association of Ontario, the Ontario Association of Medical Secretaries, the Ontario Occupational Health Nurses' Association, the American Association of Occupational Health Nurses, the Community Occupational Therapy Associates, and others;
- distribution of program publications including introductory employer information binders, information kits on employment, physical barriers, job analysis and assistance available to disabled persons, local resource kits for employers undertaking affirmative action, a resume and job search guide for handicapped persons and *I Am More Than You See*, a guidebook for employers on hiring handicapped persons;
- development of a large scale poster campaign to highlight employment to key program client groups;
- review of less than minimum wage permits, issued by the Ministry of Labour to sheltered workshops and employers (a study conducted in co-operation with the Employment Standards Branch);
- the program advised the Minister of Labour on a variety of disabled employment policy issues, and participated, in co-ordination with other government programs within ministries (including the Ontario Manpower Commission, the Ministry of Community and Social Services, the Ministry of Health and the Secretariat for Social Development), in the development of research projects, policy proposals and co-ordination of programs. HEP provided a co-ordinating link between the Secretariat for Social Development and the Ministry of Labour regarding initiatives for the International Year of Disabled Persons;
- undertaking a project to enhance the internal program of equal opportunity in co-operation with the Ontario March of Dimes. This study provides a base for extending the internal program and for developing a model personnel practices package for private sector employers and other ministries;
- development of an Experience '81 Program, based on last year's successful program, to place 26 students in employment-related projects across the province.

Administration Division

*D.J. Morgan**
Executive Director

The Administration Division is responsible for providing administrative support for the operating branches of the ministry. The support activities consist of Finance, Personnel Systems and ADP, Administrative Operations, Information Services and Internal Financial and Management Auditing.

The division has a staff of 203.

Finance Branch

G.A. Webster
Director

The Finance Branch provides a complete range of accounting and financial advisory and consultative services to management, employees, customers and suppliers of the Ministry of Labour. The branch liaises with all other branches of the ministry, Management Board Secretariat, the Provincial Auditor and all other ministries. There are five program areas:

- Administration
- Revenue
- Financial Planning and Control
- Accounts Payable
- Payroll

The branch complement during 1980-81 was 38.

Administration

This service includes the provision of accounting, financial advice and consultation as required.

Revenue

In addition to recording, depositing and reporting all revenue received, this section also administers the accounts receivable system.

Financial Planning and Control

This section co-ordinates and compiles the ministry's 'Managing by Results' submissions, compiles estimates and prepares the annual budget, controls and reports on expenditures and prepares monthly financial reports and statements.

Accounts Payable

This section administers the processing and payment of suppliers' invoices, employee travel expenses and internal financial transactions.

Payroll

In addition to providing regular payroll services, this section is responsible for employee attendance credit reports.

1980-81 Activities

	General Expenditure	General Revenue
Ministry Administration	\$8,702,056	\$ 16,000
Industrial Relations	3,499,000	16,000
Women's Programs	993,000	8,000
Occupational Health and Safety	27,125,000	5,723,000
Employment Standards	3,776,000	168,000
Manpower Commission	1,466,000	
Human Rights Commission	3,090,000	
Labour Relations Board	2,918,000	4,000
Credits		80,000
Total	\$51,569,056	\$6,015,000

*On May 20, 1981 D.J. Morgan accepted a position with the Workmen's Compensation Board. Rita Burak was appointed executive director on June 29, 1981.

Personnel Branch

N.E. Mayne
Director

The role of the Personnel Branch is to provide a variety of human resource management services for all areas of the ministry. These services include staffing, compensation and staff relations, training and staff development and employee counselling as well as the related processing and records maintenance functions.

The branch operates under the authority of The Public Service Act and Regulations, The Crown Employees Collective Bargaining Act and the Collective Agreement, and is responsible for their administration.

Each section of the branch is responsible for a specific set of ongoing activities.

Staffing

This section is responsible for all aspects of the staffing process for all vacancies in the ministry. This includes preparing job advertisements, screening applications, chairing selection interview boards and acting as consultants to ministry management on the staffing process. This section is also responsible for co-ordinating the ministry's summer student employment program.

Compensation and Staff Relations

This section is responsible for all aspects of wage and salary administration including job evaluation, organizational structuring and the provision of advice to management and employees on the compensation process. This section is also responsible for the ministry's staff relations program including administration of the collective agreement, grievance resolution and consultation with management and staff on industrial relations matters.

Staff Development and Training

This section is responsible for the training and development activities of the ministry including the development and operation of in-house courses, the administration of the ministry's tuition assistance program and the provision of academic and career counselling services. The section is also responsible for the development and co-ordination of the ministry's Performance Appraisal program and consultation with management and staff on all section activities.

Employee Benefits

This section is responsible for the administration of the ministry's employee benefits program. Activities include providing advice and information on employee benefits to employees and management, resolving personal problems and conducting the ministry's pre-retirement program. This section is also responsible for conducting exit interviews on terminating employees and for co-ordinating various charity appeal programs.

The Personnel Branch had a complement of 20 during 1980-81, consisting of 10 professional and 10 clerical staff. The professional staff are allocated as follows:

- 1 director
- 4 staffing section
- 3 compensation and staff relations section
- 1 staff development section
- 1 employee benefits section.

1980-81 Activities

Staffing

Along with the staffing activities for the normal turn-over of staff, extensive recruiting was conducted in the Extended Coverage area of the Occupational Health and Safety Division and in the Human Rights Compliance and Race Relations sections. During the year, eliminating obsolete credentialism from job advertisements and determining measurable candidate selection criteria were emphasized. Special considerations were given to placement of handicapped persons within the ministry on work experience assignments. Also, 48 Work Week students were placed in various branches of the ministry and were provided with valuable work experience.

Compensation and Staff Relations

One major activity of the section was the establishment of an automated system for the analysis of position specification 'aging'. Part of this initiative included a schedule for the updating and review of position specifications on a cyclical basis. Major reorganizational reviews were undertaken in the Occupational Health Branch, Mining Health and Safety, Labour Relations Board and Industrial Health and Safety. The section also started a limited audit program to verify the accuracy of position specifications and organizational data. The section actively participated in the Staff Relations, Supervisory Training courses and the development of the ministry's Staff Relations Manual. The section also provided management and staff with ongoing interpretation of the Collective Agreement and consultation on staff relations matters.

Staff Development and Training

This section experienced a major increase in workload during 1980-81 with a significant increase in the number of staff attending courses over the previous fiscal year. One area of major activity that contributed to this increase was the development and operation of new in-house courses in Staff Relations, Performance Appraisal and New Employee Orientation. A second area of major activity was the development of the policy and procedure guidelines and manual for Performance Appraisal and the testing of these in pilot training courses.

Employee Benefits

This section assumed additional responsibilities by participating in the ministry's orientation programs. An increased awareness of employee benefits was also created by visits to the district offices. Additional enquiries regarding pension, early retirement, medical disability plan and other benefits were also received. New programs such as Management Compensation plan and revisions to existing programs such as the dental plan and the liability insurance requirements also created extra workload.

Systems and ADP Branch

W.H. Lehman
Director

1980-81 Activities

The Systems and ADP Branch serves all aspects of client needs in the areas of systems development, design, implementation, maintenance and data processing. Systems activity is very often involved in the legislative process pertaining to acts and regulations inherent in user programs. Areas of activity can be generally categorized as follows:

- Commercial systems involving management information on activity and control of various program managers' systems, including accounting and personnel applications.
- Scientific and research applications for evaluation and statistical analysis involving medical specialists, engineers and economists.
- Consultative services regarding concepts, technical feasibility and cost/benefit analysis.

The branch objectives are:

- to provide clients with viable systems that will meet their needs, observing cost/benefit, user requirements and legislation;
- to apply professional project management techniques that will make provision for control, progress reports and quality review of all projects undertaken;
- to document major systems to ensure that they can easily be maintained or revised as necessary.

The branch staff consists of a director, three managers, nine management services officers (analyst programmers), plus contract staff as required, a secretary, a receptionist/typist, four computer technicians, 13 data entry operators and four quality control clerks — a total of 36.

New Development and Maintenance Projects on about 40-60% Ratio

Research Branch	20-25	(Continuous) (14 New, 11 Ongoing)
Manpower	5-10	(New)
Occupational Health and Safety	15	(4 New)
Human Rights	2	(Ongoing)
Women's Bureau	2	(Ongoing)
Administration Division	3	(Integrated Financial System New and Ongoing)
Ministry of Consumer and Commercial Relations	7	(Ongoing) — (Planned to Cease Late 1981)

Budget

Gross	1,213,800
Recoverables:	
Ministry of Consumer and Commercial Relations	188,000
Net Labour	1,025,800

Processing Volume

Input approximately (Records)	2,912,451
Jobs submitted	9,762
Output lines printed	30,194,781

Approximate Budget Expenditure by Cost Centre

Salaries and Fringe Benefits	789,300
DOE	397,100
Communications and Travel	9,400
Equipment & Supplies	18,000
	1,213,800

Administrative Operations Branch

*R.R. Hogarth
Director*

1980-81 Activities

The Administrative Operations Branch provides administrative support services to the ministry's line and staff operations in the head office and 12 district office locations, plus nine Mining Health and Safety Branch offices located throughout the province.

Support services provided include records management, purchasing, inventory control, warehousing and supply, reprographics, mailing, office accommodation and transport.

Administrative support is provided to the Ministries of Consumer and Commercial Relations and Colleges and Universities in those district offices where premises are shared.

Reporting to the executive director of Administration, the director of the Administrative Operations Branch is assisted in the operation by a records manager and three records officers, three purchasing officers, a supervisor of office services, a supervisor of reprographics, an accommodation officer, 12 district office administrators and 86 clerical and technical staff.

During 1980-81, the alteration/leasing program was continued to provide accommodation for a growing ministry. In many locations, alternative or enlarged premises were required. In conjunction with the Ministry of Government Services, some of the field locations were relocated and an alteration program implemented and/or completed. The scope of the accommodation program has dictated that it be carried over into the 1981-82 fiscal year.

A major laboratory facility for the Radiation Protection Section of the Special Studies and Services Branch was occupied in 1979. The new laboratory facilities for the Occupational Health and Safety Branch were taken over and put into operation in April 1981. These facilities were negotiated and co-ordinated by Administrative Operations on behalf of the Occupational Health and Safety Division.

The growth in the workload of the reprographics unit continues. The trend, which began after all headquarters operations were finally housed at 400 University Avenue in Toronto, is such that the projected volume for 1981-82 is 15,000,000 impressions.

The complement increases within many of the ministry's operating branches, boards and commissions, have resulted in increased workloads in all areas of Administrative Operations Branch activities. Procedures and staffing levels will be constantly under review in the 1981-82 fiscal year to ensure that a proper level of support is maintained.

Bilingual clerical support staff have been recruited or trained for all those district offices designated as bilingual.

Information Services Branch

J.W. Preiner
Director

1980-81 Activities

The Information Services Branch administers an ongoing program of two-way communication between the ministry and the general public in order to facilitate the achievement of ministry goals. In fulfilling this mandate, the branch provides the following services:

Consultation

Branch staff advise senior ministry staff, including the minister, deputy minister and assistant deputy ministers on the communications implications of ministry policies, programs and initiatives.

Planning

An integrated communications component is essential to the achievement of program goals. Branch staff identify communication needs and develop advertising, public relations and promotion programs to assist in the achievement of these goals.

Implementation

Branch staff are responsible for implementing communication programs designed to inform the ministry's client groups of the philosophy, policies and programs of the ministry. They prepare speeches and news releases, pamphlets, brochures and other printed material, exhibits and audio-visual aids. They also manage the ministry's advertising program and assist in the presentation of seminars.

At the end of the fiscal year the branch had a complement of 10 — a director, six public relations officers and four support staff. Each officer provides consultative, planning and implementation services in the course of managing ministry communications programs.

Audio-Visual

The branch co-produced a slide-tape program for immigrant women with the Women's Bureau. The film was designed both for public information and for use as a training aid in the bureau's program.

A series of videotape presentations has been developed for seminar and training purposes for several line branches.

The branch prepared and produced audio-visual aids to assist several branches in the Occupational Health and Safety Division with special presentations, as well as the Employment Standards Branch's communications program.

Media Relations

Seventy press releases were issued.

The District Media Liaison Representative system, by which an officer in each district office acts as liaison between the local media and the ministry, continues as a very effective extension of the media relations function.

The daily tape-recorded 'Datebook' telephone service continued to provide useful news information for the news media.

Students Working in Media (SWIM) an Experience '80 project was inaugurated. Eight journalism students were placed with media sponsors for a period of 14 weeks. Students specialized in Ministry of Labour related topics.

Advertising

A multi-media advertising campaign for Equal Pay for Equal Work legislation was run in support of an accelerated program of investigation of contraventions of the standard. Announcements were published in Ontario newspapers of new employment standards for domestic workers and increases in the minimum wage.

Informational advertising directed at small business explaining the joint responsibility concept of The Occupational Health and Safety Act appeared in trade journals and transit advertising. Announcement notices regarding regulations for designated substances, toxic substances inventory and the Joint Federal provincial Inquiry Commission Report into Safety in Mines and Mining Plants in Ontario were published in Ontario newspapers. Radio advertising was used to attract an

audience to the mine rescue demonstration as part of the northern Ontario exhibit at Ontario Place.

The Ontario Human Rights Commission provided an emergency telephone number, publicized in transit car cards. A long-term educational program was initiated in transit and subway posters advertising the theme 'Together We Are Ontario'.

On a corporate basis, a one-page advertisement announced the toll-free telephone numbers for all ministry offices, and a newspaper advertisement described ministry co-operative programs.

Publications

The following new brochures/publications were produced:

Handicapped Employment Posters (4) to publicize International Year of Disabled Persons.
Handicapped Employment Presentation Kits and report covers for distribution of program material.
Chest x-ray and Lung Function Clinic posters and brochures for prior distribution to employees describing the techniques and procedure for handling reports.
Facts about Vacation Pay Law — Poster/brochure designed as a factsheet poster, to be posted on company notice boards.
Women in The Workplace booklet
information for management personnel on affirmative action programs, equal pay, etc.
Guide to the Occupational Health and Safety Act
explanatory material
The Weiler Report
the first of two reports on workers' compensation in Ontario
Occupational Health in Ontario — 4 issues
Women's Bureau Newsletter — 3 issues
Human Rights Commission Newsletter 'Affirmation' — 3 issues
Ministry of Labour Annual Report 1979-80
Third Annual Report of the Advisory Council on Occupational Health and Occupational Safety 1979-80
Fourth Annual Report of the Government of Ontario Affirmative Action Council 1979-80
Ontario Human Rights Commission Annual Report 1979-80
Women Crown Employees Annual Report 1979-80

The following brochures/publications were revised and updated:

Women in the Labour Force factsheet — Fact and Fiction
Affirmative Action brochure
Labour Legislation of Interest to Working Women
Women's Bureau general brochure
Your Rights as a Worker in Ontario — English
Your Rights as a Worker in Ontario — French

The following publications were translated and printed:

Human Rights Commission Annual Report 1979-80 French
Chest x-ray and Lung Function Clinic posters and brochures, French, Italian, Portuguese
Your Rights as a Worker in Ontario — Chinese
Your Rights as a Worker in Ontario — French
Pregnancy Leave in Ontario — Chinese
Pregnancy Leave in Ontario — Spanish

The branch also co-ordinated the reprinting of approximately 54 other brochures and publications.

Translation Co-ordination

The branch arranged translation of a variety of ministry letters, publications and documents into various languages.

Conference, Seminars and Exhibits

The branch began co-ordination of arrangements for a display of the IAPA Annual Conference.

The Ontario Quality of Working Life Centre

Dr. Hans van Beinum
Executive Director

1980-81 Activities

Since its establishment in December 1978, the Ontario Quality of Working Life Centre has made considerable progress towards the fulfillment of its mandate to contribute to the improvement of the quality of working life of people in Ontario. This mandate has been developed in three major areas:

- the design, implementation, monitoring and evaluation of quality of working life projects in joint union-management settings;
- the education and training of individuals and organizations in quality of working life approaches;
- information collection and dissemination and research activities to promote a broadly-based community interest in QWL.

The centre has translated these areas into a five-pronged program of consultation, field project work, education, information services and research. The primary thrust of the centre's efforts has been aimed at the development of quality of working life projects in Ontario based on the principles of joint involvement and shared responsibility of the parties involved (labour and management). The centre recognizes that improvement in the quality of working life can only succeed if management and labour can learn to work as partners in areas where joint benefit is possible.

The centre presently has a staff of one executive director, five program co-ordinators, two administrative assistants and a network of external consultants who expand the capacity of the centre as the demand requires. The centre is governed by an advisory committee of eight individuals who are leaders in the labour and management communities within Ontario. Since June 1977, the Deputy Minister of Labour, Mr. T.E. Armstrong, Q.C., has served as chairman of that committee.

QWL Field Project Work

As the major role of the centre is to assist individuals and organizations in developing and sustaining QWL programs within their worksites, it has become heavily involved with several organizations in a consulting capacity. Over the past year, the centre has developed continuous relationships with a number of organizations and is currently facilitating QWL field projects in ten joint union-management work settings. These projects focus on organizational change at the level of job design. The centre strives for a 'mix' of projects, and thus is working with organizations in a variety of sectors. Projects are being carried out, for instance, in: an electrical manufacturing firm's drafting operation, a nuclear refinery, an auto assembly-line plant, a synthetic rubber manufacturing plant, a wire and cable manufacturing plant, an automotive parts plant, and so on.

Education

Because an extensive educational program is seen as essential to the sustained development and diffusion of QWL within Ontario, the centre has invested a considerable amount of effort in this direction. The centre holds a number of one-day introductory seminars in conjunction with the community college system on a regional basis in order to raise public awareness of QWL and the issues involved. The centre also held a week-long course in Sarnia in socio-technical analysis and design. Other events were held which focused on supervisory training and education for unionists in QWL. A day-long workshop was held in which representatives from some of the active QWL projects in Ontario (centre and others) participated. An important additional objective of the educational program is to aid and reinforce the field projects. In this connection, nearly 20 tailor-made workshops were held for field project participants over the course of the year.

Information services

The centre operates an information service which includes documentation on QWL, the distribution of kits on QWL and response to specific requests for information on a daily basis. The centre also publishes a quarterly newsletter on QWL entitled *QWL Focus*, and a series of occasional papers entitled *Issues in the Quality of Working Life*. The centre provides speakers to groups and organizations wanting to learn more about QWL.

Women's Bureau

*Marnie Clarke**
Director

Research

Although research is not one of the centre's prime objectives, it has funded some research in a number of important areas in which information is lacking. In 1980-81, the centre funded a study on 'Semi-autonomous Work-unit Linking Arrangements' and another study on the relationship between the quality of community life and the quality of working life.

Consultation

This activity is one in which centre staff assist individuals and organizations, on a daily basis, to increase their understanding of QWL and to assess its relevance for, and application to, their own situations.

Established in 1963, the Women's Bureau of the Ministry of Labour has as its objective the improvement of the status of women through research and public education. The bureau serves the 1,835,000 women presently working outside the home in Ontario, young women considering initial career choices and women re-entering the labour force, through the provision of information, assistance, and advice on labour legislation and other related issues.

The bureau's client groups include women's organizations, employers and employees, unions, educational institutions and community agencies. Issues demanding frequent attention (in letters and telephone calls) are pregnancy leave, affirmative action, equal pay, sexual harassment and day care.

The bureau responds to public requests for information, referrals, advice and assistance. It operates a resource centre open to the public for research purposes and maintains a lending film library to meet the expressed need for audio-visual material on women's issues. Extensive research is conducted on the status of working women in Ontario and the bureau's officers and director undertake numerous speaking engagements throughout the province. Statistics and information on women's issues are also provided to the media.

The Women's Bureau continually develops and updates a number of publications which it distributes free of charge upon request.

Topics covered are: statistics relating to women in the labour force, legislation, vocational guidance and affirmative action materials. To better serve the needs of immigrant women, several of these publications are available in languages other than English and French.

In addition, the bureau prepares studies and policy recommendations relating to both legislation and enforcement for government consideration. An advisory service provides employers with encouragement and assistance in establishing programs designed to fully utilize the abilities of female employees. Counseling agencies and groups working with low-income, native and immigrant women and women re-entering the labour force are supplied with programming assistance.

*Marnie Clarke resigned as director of the bureau on September 17, 1980. From September 1980 to May 1981, Alison Roberts was acting director, and in May 1981 she was appointed director.

1980/81 Activities

The Women's Bureau has three major program areas — Information and Communications, Affirmative Action Consulting Service and Community Outreach. As of March 31, 1981, the bureau operated with a complement of 18: a director, an administrative assistant, co-ordinators of research, affirmative action and communications, a research assistant, a community liaison officer, an employment counselling consultant, two affirmative action consultants, a resource centre clerk, a publications clerk and five support staff. An officer also works with the Affirmative Action Consulting Service and liaises with the Advisory Council on Equal Opportunity for Women.

During 1980-81, the director and other staff participated in a number of ministry committees, providing input on the development of policy affecting the employment of women. The Women's Bureau participated in the planning and monitoring of the expanded equal pay program, and in the delivery of its educational activities, through the direct involvement of bureau staff.

Advisory Council on Equal Opportunity for Women

The council, established in April 1979, has been appointed to advise the Minister of Labour and the Women's Bureau on the best methods of establishing affirmative action programs for women in Ontario. Council members, representing management and labour, share concerns and experiences and encourage the implementation of affirmative action programs to a broader range of employers and unions. The council has 11 members and is chaired by the director of the Women's Bureau.

During 1980/81, the council sponsored a tripartite consultation entitled 'Affirmative Action — Barriers and Solutions'. The consultation examined common difficulties concerning affirmative action and means by which these difficulties might be overcome.

In addition, the council has provided professional expertise in drafting a questionnaire designed to retrieve data on affirmative action activities that will be distributed annually to employers. Members have also met with hospitality industry representatives from the United States to discuss types of equal employment opportunity activities implemented in that country.

Information and Communications

The Information and Communications Unit monitors the changing status of women in the work force, co-ordinates bureau publications, develops policy studies and responds to requests for information from the media and the public.

As a public education office, a major activity of the Women's Bureau is the development of a number of publications which it distributes to Ontario residents free of charge on a request basis. During the 1980-81 fiscal year, 444,607 brochures, covering topics such as female participation in the labour force, legislation of interest to working women, vocational guidance and affirmative action were distributed to the public. In the past year, staff updated *Fact and Fiction*, No. 1 in the series *Women in the Labour Force* factsheets and revised the leaflet *The Ontario Women's Bureau*, the brochure *Affirmative Action and Ontario Labour Legislation of Interest to Women*. New publications were, *Women in the Workplace: A Blueprint for Employers*, *A Background Paper on Workplace Child Care*, *An Approach to Bias Free Job Evaluation Procedures* and *Employer's Guide to Non-Sexist Language in the Workplace*. *Job Search* was translated into French and the brochure *Pregnancy Leave in Ontario* into Spanish and Chinese.

The bureau's annual evaluation of its publications indicates that 96 per cent of respondents rated the publications as excellent or good and 95 per cent indicated they would recommend them to others. The evaluation showed that 31 per cent of respondents were first time receivers. The main client groups were: education institutions (39 per cent), community service groups (21 per cent), provincial government (13 per cent), Canada Employment Centres (12 per cent) and business and unions (11 per cent).

The *Women's Bureau Newsletter* is mailed to approximately 8,500 individuals and organizations. In 1980/81 a double issue was devoted to 'The Women's Bureau at Work' and another issue focused on the topic 'Career Counselling in the 1980s'.

The bureau operates a film-lending library for organizations and institutions across Ontario. The collection of audio-visual materials now includes 22 films ranging in topic from sex-role stereotyping to women in management and women in non-traditional jobs. In the past fiscal year, there have been more than 500 borrowings from the lending service.

Demand for speakers rose substantially from all regions of Ontario, from schools, colleges and universities, women's groups, employers, associations and agencies. Topics of interest included affirmative action, projections of the future role of women in the work force, labour legislation and sexual harassment. During 1980/81 a total of 113 speeches were made by bureau staff; 33 per cent of these were given outside Toronto.

The number of interviews, counselling sessions and general contacts also increased sharply this year. Issues of primary concern were sex discrimination, sexual harassment, equal pay, unjust dismissal and vocational information.

The bureau has continued to respond to requests for assistance from individuals and groups. Staff have provided legislative and historical information, vocational counselling and affirmative action information as well as referrals to other branches and agencies. Publications and study material were provided for a variety of projects, research projects and forums on the status of women. Staff also acted as workshop leaders and resource persons for a number of conferences and seminars. The bureau received and responded to an average of 618 telephone queries per month, providing information, assistance and referrals.

During the past year, it has been encouraging to note that an increasing number of employers have requested the bureau's assistance in dealing with sexual harassment on the job. In response, bureau staff have assisted companies in developing policy statements prohibiting sexual harassment and have conducted workshops for personnel officers and managers.

Students and other researchers have used the Women's Bureau Resource Centre in increasing numbers to obtain information on a wide variety of issues relating to women and employment. The centre is open to the public during regular office hours.

The bureau is also involved in preparing studies and policy recommendations on the status of women in employment for internal consideration. A bibliography concerning Ministry of Labour material on women and occupational health and safety was prepared. Staff have continued to monitor developments in other jurisdictions, particularly on issues such as equal pay, pregnancy leave, sexual harassment and affirmative action.

Affirmative Action

The Affirmative Action Consulting Service of the Women's Bureau has continued to encourage employers and unions to establish formal affirmative action programs for women in their organizations.

Since 1975, consultants have contacted 489 employers. Meetings have been held with 268 of them and of this group, 41 were new contacts this year. Ongoing consultative assistance is presently being provided to 165 employers. In addition, the consulting service has provided resources to other individuals and to organizations such as management consulting firms and labour, professional and trade associations. The Affirmative Action Consulting Service has provided assistance to a total of 600 employers, labour and trade associations, management consulting firms and individuals.

Throughout the year the consulting service continued to work with the hospitality industry in order to advise hotel and restaurant operators of the need to include women in all aspects of the industry's work, and to assist in the implementation of affirmative action activities.

To encourage employers to examine employment systems and to determine their possible discriminatory aspects, the consulting service produced a paper entitled 'An Approach to Bias Free Job Evaluation Procedures'. The paper offered assistance to employers in the identification of common job evaluation procedures which can penalize women. Guidelines were provided suggesting various corrective measures.

The consulting service also produced a paper entitled 'Employers' Guide to Non-Sexist Language in the Workplace' to promote the revision of sex-based language in job titles and other forms of corporate communications. Both of these publications have been well received by employer groups.

In order to monitor the effectiveness of the voluntary affirmative action approach, the consulting service conducted a survey among the Ontario employers with whom it had had varying degrees of contact to determine both the level and the type of their involvement in affirmative action. The survey was based on a questionnaire mailed to 309 employers; responses were received from 136 (44 per cent). Almost half of the respondents (65, or 47.8 per cent) recognized the need for special measures to provide equal employment opportunities for their women employees and indicated some involvement in affirmative action.

Over a year ago the consulting service established two resource networks groups to provide forums where those involved in implementing affirmative action programs could share common concerns and where ideas for the successful implementation of such programs could be generated. These groups consist of representatives from business and education. Membership has continued to increase in both groups; the business group has a mailing list of over 100 and the board of education has doubled in the past year from 20 to over 40.

The consulting service conducted a two-day seminar in November 1980 for the Personnel Association of Toronto entitled 'Developing an Equal Opportunity/Affirmative Action Program'. Participants were generally responsible for implementing affirmative action plans in the private sector.

In June 1980 an agreement was made with Employment and Immigration Canada's Affirmative Action outreach program in order to ensure effective co-ordination of services to employers.

Community Outreach Program

The Community Outreach Program functions in a consultative and advisory capacity to those community, government and educational agencies which provide vocational counselling and/or information on workers' rights and responsibilities in employment. The program's target groups include low-income women, young women in educational institutions, native and immigrant women and mature women seeking to enter or re-enter the labour force.

Program staff develop and maintain close liaison with community-based organizations throughout the province in order to identify the target groups' needs related to employment and to provide ongoing advice and program development assistance.

Facilitating women's access to occupations in the skilled trades continued to be a major program objective during 1980-81.

In an effort to identify and document the problems women are experiencing in their efforts to gain employment in the 'blue collar' trade and technical field, a survey was undertaken of women enrolled in, or who were graduates of, pre-trades and trades training programs. Women who responded to the survey indicated three main problem areas in finding and keeping non-traditional jobs. These were: (1) lack of job opportunity information; (2) the attitudes of others and (3) the lack of available apprenticeship positions.

Assistance in the development of support networks of tradeswomen was another activity of the Community Outreach unit. Women who participated in the survey mentioned above also expressed the need for women in trades associations. Through the work of two Experience '80 students who were hired by the Women's Bureau and placed with groups in the community, and with the ongoing assistance of program staff, two such associations were formed in Ottawa and Toronto. With the momentum that developed, two others were started in Guelph and London. In addition, the career counselling consultation chaired an Ontario-based planning committee which drew Ontario delegates together for the first National Women in Trades conference which took place in Winnipeg in September, 1980. One of the Ontario delegates attended under the sponsorship of the Ministry of Labour.

The Committee on Non-Traditional Jobs for Women, which was formed by the bureau, with representation from the Ministry of Colleges and Universities, Employment and Immigration Canada, and community colleges, continued to meet during 1980/81. The committee's aim is to maintain and strengthen the joint federal/provincial program called 'Introduction to Non-Traditional Occupations (INTO)'. This program serves as a major access route for women to these kinds of jobs.

The Women's Bureau summer employment program, Experience '80, hired 18 students and placed them with community organizations throughout Ontario. The goals of the program are to provide meaningful summer work experiences for the Experience employees, to provide support, through the temporary services of an additional staff member, to community-based organizations, and to provide employment-related assistance to the Community Outreach unit's client groups through the summer projects that are developed. Experience '80 projects included: a series of workshops and workplace orientation tours for women who are recent immigrants, a survey research project about women working in the skilled trades, compilation of data on career options and educational opportunities for women, outreach to employers promoting the employment needs and skills of hearing-impaired women, and the establishment of a craft outlet for rural women in eastern Ontario.

One of the functions of the Outreach program is to develop material on labour legislation that will be suitable for immigrant women. This year a slide/tape presentation entitled 'Your Rights as a Worker in Ontario' was undertaken in conjunction with the Information and Communications Unit. It is anticipated

that the main users of the presentation will be government departments and community agencies working with immigrant women. Initially, it will be available in English, but will be translated into other languages as demand requires.

The employment needs of domestic workers is an issue program staff addressed during 1980-81. A new regulation came into effect on January 1, 1981 which extends, to domestic workers, coverage under The Employment Standards Act. Since that time, program staff have been responding to calls from employees, employers and employment agencies with information about the new regulation.

Liaison activities throughout Ontario are of great importance in the work of the Community Outreach Program. The links that are established by program staff with counselling centres, immigrant aid organizations, native women's groups, provincial and federal government departments, community colleges, unions, Canada Employment and women's groups enable the bureau to maintain a high level of awareness of issues of concern to women in the community, and to assist institutions and community groups in the identification and sharing of resources. Examples of the staff's work in this area are:

- participation on review boards of Employment Canada's Local Employment Assistance Program in order to ensure that projects developed under this program concretely address the employment needs of women;
- organization of a seminar with the goal of establishing an Ontario-based network of the Canadian Committee on Learning Opportunities for Women;
- participation of the editorial board of Bridging the Gap, a voluntary organization that produced a major career and employment guide entitled 'Jobs for the Future';
- consultative work with the Advisory Committee of the Women in Trades employer-sponsored training project in Windsor.

Program development assistance to community organizations, research and speaking engagements constitute the other functions of the Community Outreach Program. During 1980/81, the staff consultations included meetings with the YWCA to explore the possibility of developing an access career centre for women with the Sarnia women's group on the development of a women's centre, and with a native women's group in London regarding resources for its outreach program to native women throughout southwestern Ontario.

The unit has undertaken and reported on an evaluation study of the Women's Bureau summer employment program since its inception in 1977. A research project was initiated into the employment status of immigrant women in Ontario.

A major new program of the Women's Bureau will be developed as the result of the establishment of a northern bureau office. In February 1981, the Minister of Labour announced this new initiative, which will seek to address the employment and training needs of women in northern Ontario. A Community Outreach officer will be hired early in the next fiscal year and will work out of the Ministry of Labour offices in Thunder Bay.

Women Crown Employees Office

Rita Burak*
Director

1980-81 Activities

Women Crown Employees Office (WCEO) was established in April, 1974, to implement the recommendations of the 1973 Green Paper, Equal Opportunity for Women in Ontario: A Plan For Action, related to improving the status of women employed in the provincial government.

The long-term objective of the Ontario government's internal Affirmative Action Program is to raise the level and diversify the occupational distribution of women Crown employees. The WCEO is responsible for stimulating and facilitating government-wide policies and practices to achieve this objective and for monitoring and evaluating progress.

The WCEO's client group includes the ministries and Crown agencies of the provincial government and, through them, the women who work directly in the Ontario Public Service or are employees of Crown agencies, such as the Workmen's Compensation Board.

The office has a complement of seven: a director, three program development officers, a program assistant and two support staff.

Experience '80

As part of the Ontario Youth Secretariat's Experience '80 Program, the WCEO offered a summer employment program which placed 13 students in various ministries to work on a wide range of affirmative action projects.

Monitoring and Evaluation

The WCEO collected and prepared information from each ministry and Crown agency for the Annual Report on the Status of Women Crown Employees. The office analysed each ministry and agency affirmative action plan and distributed a semi-annual data package to all ministries comparing the salaries and occupations of men and women in the Ontario government. Twice annually the office reports results achieved to the cabinet and to Management Board of Cabinet.

Technical Assistance and Program Support

Resource materials on affirmative action by the WCEO provided technical advice and assistance to ministries and Crown agencies as they developed and evaluated affirmative action plans. The office provided the following technical assistance packages for the Affirmative Action Program managers: Management By Results (MBR) Technical Assistance Package and Planning Tools, A Guide to Affirmative Action Hire/Promotion Targeting and Technical Assistance Package on Ministry Internal Evaluation. It also conducted three workshops for Affirmative Action Program managers; two on the preparation of affirmative action plans using the managing by results (MBR) process and one on Internal Evaluation. The office provided ongoing support to, and participated in, Affirmative Action Council task forces.

Information and Education

A resource centre of comparative information on affirmative action is maintained by the WCEO and is available to Ontario government employees working on affirmative action projects.

WCEO staff participated in a variety of internal speaking engagements in order to increase understanding of the goals of the Affirmative Action Program. These included regular presentations to the Civil Service Commission's 'Program Executive' Management Course, and its staffing training sessions for personnel administrators and program managers. The staff also spoke at ministry management committee meetings and ministry affirmative action representatives' meetings.

Details of the activities of the Women Crown Employees Office will be found in the 1980-81 Annual Report on the Status of Women Crown Employees.

*On June 29, 1981 Rita Burak was appointed executive director of the Administration Division. Marysia Chmiel was appointed acting director of the Women Crown Employees Office on July 6, 1981.

Affirmative Action Program

Beth Kendall
Program Manager

1980-81 Activities

The program manager is a full-time position reporting to the deputy minister to promote equal employment opportunity in the ministry. The manager liaises closely with the Personnel Branch and the Women Crown Employees' Office.

She provides a resource to branch directors in implementing affirmative action and chairs a committee of branch representatives who act as a communications network to relay affirmative action information to ministry employees.

The program manager receives professional and clerical support from part-time secretarial and consultant services as required.

The program manager conducted career counselling interviews, assisted branch directors to fulfill their branch affirmative action commitments, monitored selected competitions and visited work sites to obtain first hand information on non-traditional occupations.

She made presentations to the branch managers and support staff of several branches and to some regional offices on the progress of the program. She reported regularly to the deputy minister and prepared semi-annual statistical reports on the status of female employees in the ministry. She maintains an inventory of all female employees in order to monitor hirings and promotions.

Eleven one-day workshops, 'The Nuts and Bolts of Managing in Government', were presented to one-third of the ministry's women, giving them an overview of government management processes, such as Management by Results.

Seven one-day career development seminars were held. Lunch-hour workshops continued; this year the emphasis was on back to basics, such as resume-writing.

A publication was produced, 'The Self-Directed Career/Life Planning Handbook', a series of exercises designed to assist women to determine their own career objectives.

Legal Services Branch

Paul Hess, Q.C.
Director

Plant Closure Review and Employment Adjustment Branch

Rex. G. Porter
Director

Legal Services Branch:

- drafts legislation as requested and gives advice thereon and presents it to legislative counsel;
- gives legal advice to the Ministry of Labour on problems pertaining to the interpretation and application of acts and regulations;
- consults with the branches of the ministry on investigations into alleged breaches of the acts and regulations and considers the sufficiency of the evidence and conducts prosecutions;
- acts as counsel to the ministry in inquiries and hearings held by or for the ministry under the acts and, upon judicial review of any decision, acts as counsel in the courts;
- answers inquiries from the public regarding the application and scope of acts and regulations;
- attends inquests into fatalities occurring at workplaces, where required;
- generally, provides legal services as requested or required.

Legal Services has a complement of a director, four lawyers seconded from the Ministry of the Attorney General, and support staff consisting of one investigator and four secretaries. All personnel are located in Toronto.

Members of Legal Services Branch appeared as counsel for the ministry in approximately 200 applications for review of orders to pay made, or hearings under The Employment Standards Act.

During the fiscal year members of the branch appeared in 127 trials involving safety legislation and 10 trials involving employment standards.

Robert D. Joyce was appointed as the Special Advisor to the minister on employment adjustment problems in October 1980. The Plant Closure Review and Employment Adjustment Branch was formed in November to support the government's initiatives on layoffs and plant closures. The branch also includes the function of the Employment Adjustment Service (formerly a part of the Employment Standards Branch).

1980-81 Activities

Activities of the plant closure review initiative are:

- to become aware of any announced or impending plant closure or major reduction of operation as soon as possible;
- to make contact with companies considering closure, and also the employee representatives or unions, as required;
- to obtain information about the closures and advise the government on the possibility of maintaining the operation;
- where the closure is unavoidable, to attempt to resolve any disagreements concerning termination rights and benefits and recommend the services of the ministry's mediation services, as required;
- to co-ordinate the involvement of the Ministries of: Colleges and Universities, Intergovernmental Affairs, Industry and Tourism, and Community and Social Services on a particular closure situation. This ensures that available Ontario government programs are focused effectively on the needs of those affected by the closure.

As part of the new initiatives dealing with plant closures, a pilot project was initiated with a Toronto based company which is closing its operations. A program that involves both group and individual employee counselling sessions has been devised by the company, a local community college and the Ministries of Colleges and Universities and Labour. Evaluations will be undertaken when the project is completed to determine how counselling can best be utilized in other situations.

Ongoing activities of the Employment Adjustment Service include:

- monitoring layoffs and terminations in situations where 25 or more employees are involved;
- exchanging information and maintaining contact with other provincial and federal government agencies;
- advising employees and employers of the requirements of the termination legislation;
- assessing the need for, and participation in, the establishment of adjustment committees both in the formal sense and on an *ad hoc* basis.

The branch works closely with the Canada Manpower Consultative Service of the Canada Employment and Immigration Commission. The Ministry of Labour is a financial contributor to manpower assessment and incentive agreements which support manpower committees in layoff situations (see table following summarizing the

statistics concerning the terminations and the use of these committees). The committees consist of employee and management representatives and an independent chairman. Their role is to assist employees affected by large scale terminations to become re-employed.

The branch currently has four full-time staff and uses the services of specialists in labour relations, as required, on a contract basis.

Statistics on Terminations

	1979-80	1980-81
Termination cases involving 25 or more employees		
Cases: Full closures	N/A	68
Partial closures	N/A	21
Reduced operations	N/A	91
Totals	190	180
Employee: Full closures	N/A	7,450
Partial closures	N/A	1,865
Reduced operations	N/A	16,554
Totals	21,636	25,869
Manpower Adjustment Committees		
Committees established	56	55
Employees terminated	6,509	9,471
Financial commitment	\$59,400	\$69,750

Ontario Labour Relations Board

G.W. Adams
Chairman

D.K. Aynsley
Registrar and Chief Administrative Officer

The Ontario Labour Relations Board is a quasi-judicial tribunal responsible for the administration of The Labour Relations Act. Under this Act, the board:

- certifies trade unions as collective bargaining agents for employees;
- investigates and hears complaints of contraventions of the Act and grants remedial orders where the Act has been contravened;
- issues directions and declarations where unlawful strikes and lock-outs have occurred;
- settles jurisdictional disputes arising out of the assignment of work;
- accredits employers' organizations and employer bargaining agencies in the construction industry;
- certifies employee bargaining agencies in the construction industry;
- arbitrates disputes relating to the interpretation of construction industry collective agreements;
- terminates bargaining rights, and
- grants leave to prosecute.

Composition

The board is composed of a chairman, 13 vice-chairmen (one, the alternate chairman), 15 employer representatives and 15 employee representatives. All are appointed by the Lieutenant-Governor in Council. Under the Act,* the board may sit in two or more divisions, provided a quorum is present in each division. Two divisions have been designated to handle most certification and termination applications and disputes relating to work jurisdiction in the construction industry. The powers of the board in respect of certain matters may also be exercised by the chairman, the alternate chairman or a vice-chairman sitting alone.

It is common for six and, with increasing frequency, seven or eight divisions to be sitting simultaneously, sometimes in different parts of the province. While most cases are heard in Toronto, complaints involving discrimination in employment or cases involving a substantial number of witnesses are generally heard at or near the municipality in which the employer is located.

Administration

The Registrar and Chief Administrative Officer supervises the administrative operations of the board. He is responsible for the day-to-day performance of the board's 63 support staff and efficient employment and

supervision of the board's field staff. He is also responsible for the scheduling of cases. A senior solicitor heads the legal research staff. The Chief, Program Development is responsible for evaluating trends in industrial relations and developing programs for the board.

Field Staff

The board employs a field staff of labour relations officers and returning officers who assist in the administration of The Labour Relations Act. The labour relations officers carry out the primary function in the processing of complaints alleging contravention of the Act and referrals of grievances under construction industry collective agreements, of assisting the parties to reach a settlement without a formal hearing. They also assist in settling disputes concerning the composition of the bargaining unit in certification applications, and on the status of employees in an existing bargaining unit, and they attempt to have the parties waive the hearing in certification cases in which no issues are in dispute. Returning officers conduct representation votes ordered by the board in certification, termination of bargaining rights and successor employer applications.

Other Board Responsibilities

In addition to its jurisdiction under The Labour Relations Act, the board performs adjudicative responsibilities conferred upon it by other provincial statutes. The board has a jurisdiction under The Hospital Labour Disputes Arbitration Act to issue directions and declarations in the case of unlawful strikes and lock-outs, to issue other remedial orders and to grant leave to prosecute. Under The Colleges Collective Bargaining Act and The School Boards and Teachers Collective Negotiations Act, the board exercises a wide supervisory and remedial jurisdiction. The Occupational Health and Safety Act, 1978 confers on the board the jurisdiction to attempt to settle and, failing settlement, to adjudicate complaints that employees have been disciplined, penalized or coerced because they have acted in compliance with the Act. The board has a jurisdiction under The Successor Rights (Crown Transfers) Act, 1977 to deal with problems arising out of the transfers of undertakings from the Crown to other employers.

Vice-chairmen of the board are also made available to perform public adjudicative assignments where needed. They act as referees under The Employment Standards Act, as arbitrators under The Hospital Labour

*The Act — refers to The Labour Relations Act throughout text.

1980-81 Activities

Disputes Arbitration Act, as arbitrators and mediators under The Police Act and as fact-finders and arbitrators under The School Boards and Teachers Collective Negotiations Act.

Board Reports

The board publishes a monthly report in two sections. The first section contains the full text of significant board decisions and an index of summaries on the subject matter of these decisions. The second section lists the cases disposed of by the board during the report month by type of case and method of disposition and describes the bargaining units determined in certification cases.

1980-81 Initiatives

The board has begun expedited hearings, where practical, in illegal strike and lock-out applications. Hearings are set within 48 hours of receipt of the application and notification to the parties is made by telex and telephone.

To provide effective case management, the board has developed a case monitoring system that will track delays and improve the speed with which cases are processed. Two case monitoring clerks are responsible for reporting on a weekly basis the progress of all cases from the date of application to the date the case is disposed of.

The position of Registrar's Clerical Assistant was created to assist the Registrar by liaising with board members to determine available hearing days for scheduling purposes and responding to telephone inquiries from counsel regarding case scheduling.

Caseload

During the fiscal year, the board received a total of 2,836 applications and complaints, an increase of 354 cases (14 per cent) above the intake of 2,482 cases in 1979-80. Most of the increase, 294 cases, occurred in filings of complaints of contravention of the Act and referrals of grievances under construction industry collective agreements (Tables 1 and 2). In addition, 453 cases were carried over from the previous year, making a total caseload of 3,289 in 1980-81. Of this total, 2,711 (82 per cent) were disposed of, compared to 78 per cent of the lighter caseload of 2,879 in 1979-80. Of the remaining cases, proceedings in 129 were adjourned *sine die** (without a fixed date for further action) at the request of the parties and 449 were pending in various stages of processing at March 31, 1981.

The total number of cases processed during the year produced an average workload of 411 cases for the board's full-time chairman and vice-chairmen and the total dispositions represented an average output of 339 cases.

Labour Relations Officer Activity

In 1980-81, labour relations officers were assigned a total of 1,451 cases to assist the parties involved (Table 3). The number comprised 44 per cent of the board's total caseload, and included 211 certification applications, 31 cases relating to the status of employees, 678 complaints of contravention of the Act, 491 grievances under construction industry collective agreements and 40 complaints under The Occupational Health and Safety Act. Officer activity was completed in 1,137 cases, with settlements reached in 945 cases (72 per cent); with adjournments *sine die* in 37 cases; and with activity continuing in the remaining 246 cases at the end of the year.

In addition, labour relations officers were successful in having the parties waive the hearing in 205 (76 per cent) of 269 certification applications assigned, and in settling disputes on the bargaining unit in another 182 cases (62 per cent) of 292 cases assigned at the hearing.

Table 4 provides statistics on settlements obtained by labour relations officers in cases disposed of in 1980-81, in which the officers played the primary role in the processing of the case, as opposed to cases in which new assignments were made during the year. The table shows that the officers achieved an overall settlement

*The board regards *sine die* cases as disposed of although they are kept on docket for one year.

rate of 79 per cent of the total 1,196 cases involved. The rate was substantially higher in construction industry grievances, 87 per cent, and in complaints under The Occupational Health and Safety Act, 89 per cent. In complaints of contravention of the Act the settlement rate was 76 per cent.

Representation Votes

Returning officers conducted and counted the results of 276 votes held among employees in one or more bargaining units in 247 cases which were either disposed of during the year or in which a final decision closing the case had not been issued by the board by March 31, 1981. Of the total votes, 229 involved certification applications, 44 were held in termination of bargaining rights cases, and three in successor employer cases (Table 5). A total of 16,181 employees was eligible to participate in the 276 votes and 14,276 (88 per cent) of them cast their ballots. Of the 14,276 employees who voted, 51 per cent cast ballots in favour of the applicant unions.

Fifty-eight per cent, or 133 of the votes held in the certification applications involved a single union, 94 involved two unions and one involved three unions. All, except one of the votes involving more than one union, entailed attempts to replace an incumbent bargaining agent. The one exception involved two unions seeking to represent the same employees.

Hearings

The board held a total of 1,920 hearings and continuation of hearings in 2,090 of the 3,289 cases processed during the fiscal year, an increase of 71 sittings over the number held in 1979-80. One hundred and thirteen of the hearings were conducted by vice-chairmen sitting alone, compared to 24 hearings in 1979-80.

Processing Time

Table 7 provides statistics on the time taken to process the 2,711 cases disposed of by the board in 1980-81. Information is provided separately for the three major groups of cases handled by the board: certification applications, complaints of contravention of the Act and referrals of grievances under construction industry collective agreements.

A median time of 34 calendar days was taken to process the 2,711 cases completed from receipt to disposition. The same processing time was required for complaints of contravention of the Act, but certification applications required 33 days, referrals of

construction industry grievances took 21 days and all other types needed 49 days. Eighty-one per cent of all cases were disposed of in 84 days (three months or less), compared to 85 per cent for certification applications, 78 per cent for complaints of contravention of the Act, 83 per cent for referrals of construction industry grievances and 70 per cent for all other cases. Nine per cent of all cases required more than 168 days (six months) to complete compared to eight per cent or slightly more for the three major groups of cases and 12 per cent for all other types.

Certification of Bargaining Agents

Applications for certification of trade unions as bargaining agents of employees constitute the largest group of the cases brought to the board. The proportion of these applications to the total number of cases received has, however, declined steadily since 1975-76, from 58 per cent to 41 per cent in 1980-81 (Table 2).

In 1980-81, the board received 1,152 certification applications, 16 cases more than in 1979-80 (Tables 1 and 2). The applications were filed by 109 trade unions, including 48 employee associations (Table 8). Eight of the unions, however, accounted for 65 per cent of the total certification applications: The Labourers (130 cases), Public Employees (CUPE) (119 cases), Carpenters (81 cases), International Operating Engineers (72 cases), Service Employees International (69 cases), Steelworkers (61 cases), Teamsters (61 cases) and Food and Commercial Workers (54 cases). In contrast, 71 per cent of the unions filed fewer than five applications each, with the majority making only one application. These unions together accounted for only eight per cent of the total certification filings.

Table 9 gives the industrial distribution of the intake of certification applications for the year. Non-manufacturing establishments accounted for 78 per cent of the intake, concentrated in construction (291 cases), health and welfare services (187 cases), accommodation and food services (78 cases), retail trade (56 cases) and transportation (49 cases). These five industries comprised 74 per cent of the total non-manufacturing applications. Of the 256 applications involving establishments in manufacturing industries, 51 per cent were in food and beverage (40 cases), metal fabricating (37 cases), paper and allied products (27 cases) and non-electrical machinery (26 cases).

In addition to the applications received, 191 cases were carried over from the previous year, making a total certification caseload of 1,343. Of this total, 1,178 were disposed of, 11 were adjourned *sine die* and the

remaining 154 were pending at March 31, 1981. Of the 1,178 dispositions, certification was granted in 823 cases, including 83 in which interim certificates were issued under section 6(1a) of the Act, and six that were certified under section 7a; 185 cases were dismissed; proceedings were terminated in 15 and 155 were withdrawn. The certified applications represented 70 per cent of the total dispositions, compared to 72 per cent in 1979-80.

In 190 applications that were either certified or dismissed, final decisions on bargaining units were based on the results of representation votes (Table 6). Of the 197 votes conducted, 119 involved a single union, and 78 were held between the applicant union and an incumbent bargaining agent. The applicant won in 101 of the votes and lost in 96. A total of 12,317 employees was eligible to participate in the vote, and 10,915 (89 per cent) of them cast ballots. In the 101 votes that were won and resulted in certification 5,797 (85 per cent) of the 6,798 employees eligible to vote cast ballots, and of those who voted, 4,187 (72 per cent) favoured the applicant unions. In the 96 elections that were lost and resulted in dismissal, 5,118 (93 per cent) of the eligible employees participated in the vote, and of the participants 1,788 (35 per cent) voted in favour of the applicant unions.

Small bargaining units remained the predominant pattern of union organizing efforts through the certification process. The average size of the unit in the 823 applications that were certified in 1980-81 was 30 employees, compared to 33 employees in 1979-80 (Table 10). Units in construction certifications averaged six employees, compared to five employees in 1979-80, and those in non-construction certifications averaged 37 employees, compared to 42 employees in 1979-80. Seventy-nine per cent of the total certifications, including all except two in construction, involved units of fewer than 40 employees, and 43 per cent applied to units of fewer than ten employees. The total number of employees covered by the 823 certified applications dropped to 24,658 from 24,685 in 1979-80.

Table 11 shows the time taken by the board to process the 823 applications in which certification was granted. A median time of 31 calendar days was required to complete these cases from receipt to disposition, compared to 26 days in 1979-80. For non-construction certifications the median time was 33 days, compared to 27 days in 1979-80; and for construction certifications the median time was 21 days, compared to 17 days last year. Eighty-eight per cent of the 1980-81 certified cases took 84 days (three months or less) to process from receipt to disposition, 81 per cent took 56

days (two months or less), 44 per cent took 28 days (one month or less), 21 per cent required 21 days (three weeks or less) and 50 cases needed longer than 168 days (six months). In 1979-80, a higher proportion of certified cases was completed in each time-period under six months and fewer cases took longer than six months.

The general increase in the processing time of certified applications in 1980-81 occurred mainly as a result of the board shifting its hearing day for certification applications from Tuesday to Friday and lengthening the terminal date by two days without a corresponding adjustment of the scheduling date by which time limits are set each week for new applications. This situation was corrected in February and other procedural changes have been made to expedite the handling of certification cases. As a result, a substantial reduction in the processing time of certified cases occurred in the latter part of the year.

Termination of Bargaining Rights

The board received 104 applications during the fiscal year under sections 49, 51, 52, 53 and 112 of the Act, seeking termination of the bargaining rights of trade unions, an increase of 34 cases above the number filed in 1979-80. In addition, 19 cases were carried over from last year. Of the 123 total, bargaining rights were terminated by the board in 60 cases, 32 cases were dismissed, proceedings were terminated in four cases and 16 cases were withdrawn. Twelve cases were pending at the close of the year. Unions lost the right to represent 1,160 employees in the 60 cases in which termination was granted, but retained that right for 1,765 employees in the 48 cases that were either dismissed or withdrawn.

Of the 92 cases that were either granted or dismissed, dispositions in 40 cases (43 per cent) were based on the results of representation votes, compared to 44 per cent of such cases in 1979-80. A total of 1,066 employees was eligible to participate in the 41 votes that were held, of whom 943 (88 per cent) cast ballots (Table 6). In the 31 votes held in last year's cases, 80 per cent of the 2,032 employees eligible to vote participated.

Declaration of Successor Trade Union

In 1980-81, the board dealt with 25 applications under section 54 of the Act, concerning the bargaining rights of a successor trade union resulting from a union merger situation, compared to 12 cases in 1979-80. Affirmative declarations were issued by the board in 24 cases, and the remaining case was pending at March 31, 1981.

Declaration of Successor or Common Employer

The board dealt with 88 applications for declarations under section 55 of the Act on the bargaining rights of a trade union at a successor employer resulting from a business sale, or for declarations under section 1(4) to treat two companies as one employer. The two types of request are often made in a single application. One application was also received under section 4 of the Crown Transfers Act.

Affirmative declarations were issued by the board in 31 cases, including three in which representation votes were held; 14 cases were either settled or withdrawn by the parties; nine cases were dismissed; and proceedings were terminated in five cases. Of the remaining cases, 13 were adjourned *sine die*, and 16 were pending at the end of the year. In the three cases involving representation votes, 371 of the 521 employees who were eligible to vote participated. (Table 6).

Accreditation of Employer Organizations

Six applications were processed under sections 113, 114 and 115 of the Act for accreditation of the employer organizations as bargaining agents of employers in the construction industry. Accreditation was granted in one case to represent 26 construction companies employing 231 construction workers. Proceedings were terminated in two cases, two cases were withdrawn and one was pending at March 31, 1981.

Declaration and Direction of Unlawful Strike

In 1980-81, the board dealt with 77 applications seeking declarations or directions under section 82 of the Act against alleged unlawful strikes in non-construction industries. Directions were issued in ten cases, five cases were dismissed, proceedings were terminated in four cases and 28 cases were withdrawn. Of the remaining cases, 29 were adjourned *sine die* and one was pending at March 31, 1981.

Seven applications were also processed during the year seeking directions under section 123(1) of the Act against alleged unlawful strikes affecting the construction industry. A direction was issued in one case, one case was dismissed, four were withdrawn and one was pending at the end of the year.

Declaration and Direction of Unlawful Lock-out

Ten applications processed during the year sought declarations or directions by the board under section 83 of the Act against alleged unlawful lock-outs by

non-construction employees. A declaration was issued in one case, one case was dismissed, proceedings were terminated in one case, four cases were withdrawn, two were adjourned *sine die* and one was pending at year end.

Consent to Prosecute

In 1980-81, the board received 29 applications under section 90 of the Act, requesting consent to institute prosecution in the Supreme Court against trade unions and employers for commission of an offence under the Act. The number of these applications had declined considerably since 1975 with the expansion of the board's remedial authority under section 79 of the Act. Many applications which were filed under section 90 prior to 1975, particularly those alleging failure to bargain in good faith, are now made under section 79. The board also received two applications under sections 76 and 90 of The Colleges Collective Bargaining Act.

Of the 29 applications processed, which included seven carried over from the previous year, 23 were disposed of, five were adjourned *sine die* and one was pending at March 31, 1981. Of the cases disposed of, consent to prosecute was granted by the board in one case, consent was denied in six cases, proceedings were terminated in two cases and 14 cases were withdrawn.

Complaints of Contravention of the Act

Complaints filed under section 79 of the Act alleging contravention of the Act form the second largest group of cases processed by the board. The number of these cases has increased substantially since 1975 (Table 2). In these cases the board emphasizes voluntary settlements by the parties involved, with the assistance of a labour relations officer.

In 1980-81, the board received 704 section 79 complaints, an increase of 16 per cent over the number in 1979-80. In complaints against employers, the principal charges were alleged illegal discharge or discrimination of employees (sections 56 and 58 of the Act), illegal changes in wages and working conditions (section 70), and failure to bargain in good faith (section 14), and were made mostly in connection with applications for certification. The principal charge against trade unions was alleged failure to represent employees fairly (section 60) in grievances under a collective agreement.

In addition to the complaints received, 132 cases were carried over from 1979-80, and one was filed under section 78 of The Colleges Collective Bargaining Act. Of the 837 total, 704 were disposed of, 21 were

adjourned *sine die* and 112 were pending at March 31, 1981. In 532, (76 per cent) of the cases disposed of, voluntary settlements including withdrawal of the complaint in 63 cases, were secured by labour relations officers, remedial orders were issued by the board in 62 cases, 97 cases were dismissed by the board and proceedings were terminated in the remaining 13.

In the settlements secured by labour relations officers, specific compensation amounting to more than \$155,000 was made to aggrieved employees, as well as offers of reinstatement in many cases. In the 62 cases in which violations of the Act were found by the board, employers and unions were ordered to pay specific compensation to 13 employees totalling \$34,587.81, and full compensation to another 77 employees for all wages and benefits lost within a period of time. Seventy-five of the 90 employees were also ordered reinstated, as well as 12 other employees for whom a monetary remedy was not awarded. In addition, employers in 11 cases were ordered to post a board notice of the employees' rights under the Act, and the board issued cease and desist directions in three cases.

Construction Industry Grievances

Grievances over alleged violations of provisions of collective agreements in the construction industry may be referred to the board for resolution under section 112(a) of the Act. These referrals comprise the third largest group of cases handled by the board. As with complaints of contravention of the Act, the board emphasizes voluntary settlements of these cases by the parties, with the assistance of labour relations officers.

In 1980-81, the board received 517 cases under section 112(a), an increase of 61 per cent over the number in 1979-80. The principal issues in these grievances were alleged failure by employers to make required contributions to health and welfare, pension and vacation funds and deduction of union dues, and violation of the sub-contracting and hiring arrangements established by the collective agreement.

In addition to the grievances received, 47 cases were carried over from 1979-80. Of the total, 421 were disposed of, 43 were adjourned *sine die* and 100 were pending at March 31, 1981. In 367 (87 per cent) of the cases disposed of, voluntary settlements including withdrawal of the grievance in 46 cases, were secured by labour relations officers, awards were made by the board in 30 cases, 21 cases were dismissed and

proceedings were terminated in three cases. Specified payments totalling in excess of \$643,000 were recovered for unions and employees in both the cases settle by labour relations officers and those in which board awards were made.

Miscellaneous Applications and Complaints

Religious Exemption

Fifteen applications were received in 1980-81 under section 39 of the Act, seeking exemption for employees from the union security provisions of collective agreements because of their religious beliefs. Exemption was granted in 11 of the cases, one case was dismissed and three were withdrawn.

Early Termination of Collective Agreements

Twenty-one applications were processed under section 44(3) of the Act, seeking early termination of collective agreements. Consent was granted in 18 cases, proceedings were terminated in one case, one case was adjourned *sine die* and one was pending at March 31, 1981.

Union Financial Statements

Nine complaints were dealt with under section 76 of the Act, alleging failure by trade unions to furnish members with audited financial statements on the union's affairs. Two cases were dismissed, proceedings were terminated in one case, one case was withdrawn and five were pending at March 31, 1981.

Jurisdictional Disputes

Twenty-four complaints were dealt with by the board under section 81 of the Act during the fiscal year, involving union work jurisdiction. An assignment of the work in dispute was made by the board in two cases, three cases were dismissed, proceedings were terminated in one case, and eight cases were withdrawn. One case was adjourned *sine die* and nine were pending at March 31, 1981.

Determination of Employee Status

The board dealt with 66 applications under section 95(2) of the Act, seeking decisions on the status under collective agreements of employees in occupational classifications that were changed or newly established. Six of the cases were filed under section 82 of The Colleges Collective Bargaining Act. Twenty-three of the cases, including five withdrawals, were settled by the parties in discussions with labour relations officers. Determinations were made by the board in 17 cases, in which 17 of the 42 employees in dispute were found to

be employees under the Act and 25 were found not to be employees. Two cases were held by the board to be subjects for arbitration and were dismissed, one case was adjourned *sine die* and 21 were pending at March 31, 1981.

Referrals by the Minister of Labour

In 1980-81, the board dealt with nine cases referred by the minister under section 96 of the Act for opinions on questions relating to the minister's authority to appoint a conciliation officer under section 15 of the Act, or an arbitrator under section 37(4) or 37a. Determinations were made in two cases in which the board declared the minister's authority to appoint a conciliation officer, one case was settled by the parties, proceedings were terminated in five cases and one case was pending at March 31, 1981.

The board also made a determination in one case referred by the minister under section 127(4) of the Act for a decision in a dispute over the successor rights of a designated construction union bargaining agency. The agency's rights were upheld.

Trusteeship Reports

Two statements were filed with the board during the year reporting that local unions had been placed under trusteeship.

Occupational Health and Safety Act

In 1980-81, the board received 40 complaints under section 24 of The Occupational Health and Safety Act, alleging wrongful discipline or discharge of employees for acting in compliance with this Act. In contrast, ten of such cases were received in 1979-80. In addition to the cases received in 1980-81 two were carried over from 1979-80.

Of the total processed, 24 (including two in which the complaint was withdrawn) were settled by the parties in discussions with labour relations officers, two were dismissed by the board and proceedings were terminated in one case. Of the remaining 15 cases, two were adjourned *sine die* and 13 were pending at March 31, 1981.

Colleges Collective Bargaining Act

In 1980-81, the board dealt with two complaints brought under section 78 of The Colleges Collective Bargaining Act, alleging contravention of this Act. One case was settled with the assistance of a labour relations officer and one was dismissed.

Two cases were filed under sections 76 and 90 of the Act, requesting consent to prosecute. Both were dismissed.

Six applications were dealt with under section 82 of the Act for decisions on the status of employees under a collective agreement. A determination was made in two cases in which two of the employees in dispute were found to be included in the bargaining unit, and seven were found to be excluded. Proceedings were terminated in two cases and two cases were pending at March 31, 1981.

Statistics on the cases under The Colleges Collective Bargaining Act dealt with by the board are included in Table 1.

Statistical Tables

- Table 1: Total Application and Complaints Received, Disposed of and Pending, Fiscal Year 1980-81.
- Table 2: Applications and Complaints Received and Disposed of, Fiscal Years 1976-77 to 1980-81.
- Table 3: Labour Relations Officer Case Activity, Fiscal Year 1980-81.
- Table 4: Labour Relations Officer Settlements in Cases Disposed of, Fiscal Year 1980-81.
- Table 5: Results of All Representation Elections Conducted, Fiscal Year 1980-81.
- Table 6: Results of Representation Elections in Cases Disposed of, Fiscal Year 1980-81.
- Table 7: Time Required to Process Applications and Complaints Disposed of, Fiscal Year 1980-81.
- Table 8: Union Distribution of Certification Applications Received and Disposed of, Fiscal Year 1980-81.
- Table 9: Industry Distribution of Certification Applications Received and Disposed of, Fiscal Year 1980-81.
- Table 10: Size of Bargaining Units in Certification Applications Granted, Fiscal Year 1980-81.
- Table 11: Time Required to Process Certification Applications Granted, Fiscal Year 1980-81.

Table 1

Applications and Complaints Received, Disposed of and Pending Fiscal Year 1980-81

Type of Case	Caseload			Disposed of Fiscal Year 1980-81							
	Total	Pending April 1, 1980	Received Fiscal Year 1980-81	Total	Granted*	Dismissed	Terminated	Withdrawn	Settled	Sine Die	Pending March 31 1981
Total	3,289	453	2,836	2,711	1,094	366	61	353	838	129	449
Certification of bargaining agents	1,343	191	1,152	1,178	823	185	15	155	—	11	154
Declaration of termination of bargaining rights	123	19	104	111	60	32	3	16	—	—	12
Declaration of successor trade union	25	2	23	24	24	—	—	—	—	—	1
Declaration of successor employer or common employer status	88	19	69	59	31	9	5	7	7	13	16
Accreditation	6	4	2	5	1	—	2	2	—	—	1
Declaration of unlawful strike	1	—	1	1	—	—	1	—	—	—	—
Declaration of unlawful lock-out	7	2	5	6	1	—	1	4	—	—	1
Direction respecting unlawful strike	76	3	73	46	10	5	3	28	—	29	1
Direction respecting unlawful lock-out	3	—	3	1	—	1	—	—	—	2	—
Consent to prosecute	29	7	22	23	1	6	2	14	—	5	1
Contravention of Act	837	132	705	704	62	97	13	63	469	21	112
Exemption from union security provision in collective agreement	15	—	15	15	11	1	—	3	—	—	—
Early termination of collective agreement	21	1	20	19	18	—	1	—	—	1	1
Trade union financial statement	9	3	6	4	—	2	1	1	—	—	5
Jurisdictional dispute	24	4	20	14	2	3	1	8	—	1	9
Referral on employee status	66	15	51	44	17	2	4	4	18	1	21
Referral from minister on appointment of conciliation officer or arbitrator	9	1	8	8	2	—	5	—	1	—	1
Referral of construction industry grievance	564	47	517	421	30	21	3	46	321	43	100
Referral from minister on construction bargaining agency	1	1	—	1	1	—	—	—	—	—	—
Complaint under Occupational Health and Safety Act	42	2	40	27	—	2	1	2	22	2	13

*Includes cases in which a request was granted or a determination made by the board.

Table 2

Applications and Complaints Received and Disposed of Fiscal Year 1976-77 to 1980-81

Type of Case	Number Received, Fiscal Year						Number Disposed of, Fiscal Year					
	Total	1976-77	1977-78	1978-79	1979-80	1980-81	Total	1976-77	1977-78	1978-79	1979-80	1980-81
Total	11,737	2,205	2,035	2,179	2,482	2,836	10,761	1,974	1,757	2,071	2,248	2,711
Certification of bargaining agents	5,283	1,029	947	1,019	1,136	1,152	5,207	1,014	890	1,022	1,103	1,178
Declaration of termination of bargaining rights	451	84	78	115	70	104	445	72	80	110	72	111
Declaration of successor trade union or employer	300	70	51	74	50	55	281	56	55	61	55	54
Declaration of common employer status	113	7	17	22	30	37	96	7	6	26	28	29
Accreditation	10	2	3	—	3	2	13	2	2	1	3	5
Declaration of unlawful strike or lock-out	63	18	15	9	15	6	50	8	12	12	11	7
Directions respecting unlawful strike or lock-out	401	90	73	84	78	76	273	61	52	62	51	47
Consent to prosecute	271	77	67	57	48	22	233	63	45	52	50	23
Contravention of Act	2,632	460	406	454	607	705	2,372	402	342	402	522	704
Referral of construction industry grievance	1,613	273	264	238	321	517	1,259	210	198	203	227	421
Miscellaneous	600	95	114	107	124	160	532	79	75	120	126	132

Table 3

**Labour Relations Officer Case Activity
Fiscal Year 1980-81**

Type of Case	Number of Cases in Which Activity			
	Total Cases Assigned	Completed	Pending	Sine Die
Total	1,451	1,137	246	68
Certification				
Interim certificates	77	47	20	10
Pre-hearing application	94	77	17	—
Other application	40	35	5	—
Contravention of Act	678	575	85	18
Construction industry grievance	491	359	95	37
Employee status	31	20	11	—
Occupational Health and Safety Act	40	24	13	3

Table 4

**Labour Relations Officer Settlements
in Cases Disposed of*
Fiscal Year 1980-81**

Type of Case	Officer Settlements		
	Total Disposed of	Number	Percent of Dispositions
Total	1,196	945	79.0
Contravention of Act	704	532	75.6
Construction industry grievance	421	367	87.2
Employee status	44	22	50.0
Occupational Health and Safety Act	27	24	88.9

*Includes only cases in which labour relations officers play the leading role in the processing of the case. The figures refer to cases disposed of during the year and should not be confused with data for the same types of cases in Table 3. Table 3 refers to new assignments of cases made to labour relations officers during the year which may or may not have been disposed of by the end of the year.

Table 5

Results of Representation Elections Conducted* Fiscal Year 1980-81

Type of Case	Number of Elections	Eligible Employees	Votes Cast	Votes Cast in Favour of Unions
Total	276	16,181	14,276	7,291
Certification	229	14,473	12,851	6,816
Pre-hearing cases				
One union	48	4,012	3,430	1,561
Two unions	54	4,509	4,094	2,643
Three unions	1	234	210	175
Construction cases				
One union	1	5	4	—
Two unions	9	158	134	49
Two unions, with "no union" choice	1	2	2	2
Regular Cases				
One union	84	3,306	2,946	1,467
Two unions	31	2,247	2,031	919
Termination of bargaining rights	44	1,187	1,054	203
Successor employer	3	521	371	272

*Refers to all representation elections conducted and the results counted during the fiscal year, regardless of whether or not the case was disposed of during the year.

Table 6

Results of Representation Elections in Cases Disposed of* Fiscal Year 1980-81

Type of Case	Number of elections			Eligible Voters			All Votes Cast			Votes Cast in Favour of Unions		
				In Election			In Elections			In Elections		
	Total	Won	Lost	Total	Won	Lost	Total	Won	Lost	Total	Won	Lost
Total	241	105	136	13,904	7,340	6,564	12,229	6,186	6,043	6,392	4,468	1,924
Certification	197	101	96	12,317	6,798	5,519	10,915	5,797	5,118	5,975	4,187	1,788
Pre-hearing cases												
One union	39	18	21	3,390	1,528	1,862	2,881	1,107	1,774	1,338	698	640
Two union	58	34	24	4,872	2,819	2,053	4,439	2,579	1,860	2,811	2,117	694
Construction cases												
One union	1	—	1	5	—	5	4	—	4	—	—	—
Two unions	9	3	6	142	15	127	122	15	107	39	11	28
Regular cases												
One union	79	37	42	3,424	1,983	1,441	3,045	1,701	1,344	1,504	1,088	416
Two unions	11	9	2	484	453	31	424	395	29	283	273	10
Termination of bargaining rights	41	1	40	1,066	21	1,045	943	18	925	145	9	136
Successor employer	3	3	—	521	521	—	371	371	—	272	272	—

*Refers to final representation elections conducted in cases disposed of during the fiscal year. This table should not be confused with Table 5 which refers to all representation elections conducted during the year regardless of whether or not the case was disposed of during the year.

Table 7

Time required to Process Applications and Complaints Disposed of, by Major Type of Case Fiscal Year 1980-81

Time Taken (Calendar Days)	All Cases		Certification Cases		Section 79 Cases		Section 112a Cases		All Other Cases	
	Disposi- tions	Cumulative Per cent	Disposi- tions	Cumulative Per cent	Disposi- tions	Cumulative Per cent	Disposi- tions	Cumulative Per cent	Disposi- tions	Cumulative Per cent
Total	2,711	100.0	1,178	100.0	704	100.0	421	100.0	408	100.0
Under 8 days	108	4.0	18	1.5	34	4.8	19	4.5	37	9.1
8-14 days	296	14.9	93	9.4	55	12.6	131	35.6	17	13.3
15-21 days	353	27.9	171	23.9	86	24.8	73	52.9	23	19.0
22-28 days	387	42.2	217	42.3	103	39.4	32	60.5	35	27.6
29-35 days	328	54.3	174	57.1	98	53.3	15	64.1	41	37.7
36-42 days	200	61.7	95	65.2	65	62.5	18	68.4	22	43.1
43-49 days	163	67.7	76	71.7	30	66.8	20	73.1	37	52.2
50-56 days	103	71.5	55	76.4	24	70.2	12	75.9	12	55.1
57-63 days	75	74.2	25	78.5	21	73.2	14	79.2	15	58.5
64-70 days	63	76.5	35	81.5	10	74.6	4	80.2	14	61.9
71-77 days	50	78.3	19	83.1	10	76.0	6	81.6	15	65.6
78-84 days	60	80.5	25	85.2	12	77.8	5	82.8	18	70.0
85-91 days	29	81.6	4	85.5	12	79.5	4	83.8	9	72.2
92-98 days	37	83.0	14	86.7	12	81.2	3	84.5	8	74.2
99-105 days	34	84.2	9	87.5	10	82.6	6	85.9	9	76.4
106-126 days	80	87.2	24	89.5	18	85.2	15	89.5	23	82.1
127-147 days	57	89.3	13	90.6	23	88.5	5	90.7	16	86.0
148-168 days	53	91.3	17	92.0	22	91.6	5	91.9	9	88.2
Over 168 days	235	100.0	94	100.0	59	100.0	34	100.0	48	100.0

Table 8

Union Distribution of Certification Applications Received and Disposed of Fiscal Year 1980-81

Union	Number of Applications Received	Number of Applications Disposed of			
		Total	Certified	Dismissed	Withdrawn
All Unions	1,152	1,178	823	200*	155
CLC Affiliates	954	985	688	156	141
Auto Workers	19	23	19	3	1
Bakery Workers	3	4	3	—	1
Boilermakers	3	2	1	—	1
Brewery Workers	23	24	14	3	7
Bricklayers	2	2	—	2	—
CLC Directly					
Chartered Unions	10	9	4	2	3
Canadian					
Paper Workers	20	20	10	4	6
Carpenters	81	80	54	8	18
Cement Workers	20	6	3	2	1
Clothing Workers	11	10	9	1	—

Electrical Workers (IBEW)	3	2	1	—	1
Electrical Workers (IUE)	23	24	20	2	2
Electrical Workers (UE)	7	9	7	2	—
Energy and Chemical Workers	10	10	5	2	3
Food Workers	54	60	43	13	4
Garment Workers (United)	1	2	1	1	—
Garment Workers, Ladies	2	2	2	—	—
Glass and Ceramic Workers	1	1	1	—	—
Graphic Arts Union	11	13	11	2	—
Hotel Employees	29	27	16	4	7
Labourers	130	142	90	23	29
Laundry Workers	1	2	1	1	—
Leather and Plastic Workers	1	1	1	—	—
Machinists	10	10	8	1	1

*Includes 15 cases in which proceedings were terminated.

Table 8 (cont.)

Union	Number of Applications Received	Number of Applications Disposed of				Non-CLC Affiliates	198	193	135	44	14
		Total	Certified	Dismissed	Withdrawn						
Merchant Service Guild	1	1	—	—	1	Allied Health Professionals	3	2	—	2	—
Moulders	1	2	1	1	—	Canadian Industrial Employees	1	—	—	—	—
Newspaper Guild	3	3	2	1	—	Canadian Restaurant Employees	9	10	9	1	—
Novelty Workers	2	2	1	—	1	Christian Labour Association	27	29	21	7	1
Office and Professional Employees	12	10	10	—	—	Food and Associated Service Workers	1	1	1	—	—
Operating Engineers, International	72	73	50	12	11	Graduate Assistants Association	—	2	1	—	1
Painters	16	16	13	2	1	National Council of Canadian Labour	2	1	1	—	—
Plasterers	3	4	1	2	1	Ontario Nurses Association	28	25	22	3	—
Plumbers	9	11	7	1	3	Operating Engineers, Canadian	15	15	10	4	1
Printing and Graphic Union	—	2	—	2	—	Plant Guard Workers	1	1	1	—	—
Public Employees (CUPE)	119	120	88	17	15	Professional Institute	1	—	—	—	—
Public Service Employees (Ont.)	35	42	33	4	5	Teamsters	61	62	45	9	8
Railway Clerks	6	6	2	2	2	Textile and Chemical Union	1	1	1	—	—
Railway Transport and General Workers	8	11	9	1	1	Independent Local Unions	48	44	23	18	3
Retail, Wholesale Employees	32	28	24	4	—						
Rubber Workers	2	3	1	2	—						
Seafarers	1	1	1	—	—						
Service Employees	69	78	58	15	5						
Sheet Metal Workers	4	2	1	1	—						
Steelworkers	61	65	51	7	7						
Structural Iron Workers	14	12	6	3	3						
Theatrical Stage Employees	1	—	—	—	—						
Transit Union	1	1	—	1	—						
Typographical Union	4	5	5	—	—						
United Paperworks	1	1	—	1	—						
Woodworkers	2	1	—	1	—						

Table 9

**Industry Distribution of Certification Applications
Received and Disposed of
Fiscal Year 1980-81**

Industry	Number of Applications Received	Number of Applications Disposed of			
		Total Certified	Dismissed	Withdrawn	
All Industries	1,152	1,178	823	200*	155
Manufacturing	256	264	175	55	34
Food, beverages	40	40	25	9	6
Tobacco products	—	—	—	—	—
Rubber, plastic products	6	6	2	3	1
Leather industries	5	3	2	1	—
Textile mill products	8	6	5	1	—
Knitting mills	3	3	3	—	—
Clothing industries	7	8	5	2	1
Wood products	2	4	3	1	—
Furniture, fixtures	6	3	1	—	2
Paper, allied products	27	29	13	9	7
Printing, publishing	16	18	16	2	—
Primary metal industries	6	8	7	1	—
Metal fabricating industries	37	39	23	8	8
Machinery, except electrical	26	27	18	6	3
Transportation equipment	14	12	10	2	—
Electrical products	16	18	14	3	1
Non-metallic mineral products	17	17	10	3	4
Petroleum, coal products	—	—	—	—	—
Chemical, chemical products	12	14	10	3	1
Miscellaneous manufacturing	8	9	8	1	—

Non-Manufacturing	896	914	648	145	121
Agriculture	1	3	—	2	1
Forestry	—	—	—	—	—
Mining, quarrying	7	8	6	—	2
Construction	291	291	187	50	54
Transportation	49	57	36	13	8
Storage	7	8	7	—	1
Communications	—	—	—	—	—
Electric, gas, water	13	14	10	3	1
Wholesale trade	38	36	28	4	4
Retail trade	56	60	52	5	3
Finance, insurance, real estate	27	20	17	2	1
Education, related services	31	35	25	4	6
Health, welfare services	187	193	150	30	13
Religious organizations	1	1	1	—	—
Recreational services	12	13	10	2	1
Business services	18	19	12	5	2
Personal services	6	6	4	2	—
Accommodation food services	78	76	53	13	10
Miscellaneous service	36	38	24	5	9
Local government	38	36	26	5	5

*Includes 15 cases in which proceedings were terminated.

Table 10

**Size of Bargaining Units in Certification Applications Granted
Fiscal Year 1980-81**

Size of Bargaining Unit (Number of Employees)	Total		Construction		Non-Construction	
	Number of Applications	Number of Employees	Number of Applications	Number of Employees	Number of Applications	Number of Employees
Total, all sizes	823	24,658	187	1,062	636	23,596
2-9 employees	357	1,685	163	633	194	1,052
10-19 employees	156	2,165	16	202	140	1,963
20-39 employees	139	4,016	6	138	133	3,878
40-99 employees	123	7,569	2	89	121	7,480
100-199 employees	35	4,795	—	—	35	4,795
200-499 employees	10	2,613	—	—	10	2,613
500 employees or more	3	1,815	—	—	3	1,815

Table 11

**Time Required to Process Certification Applications Granted*
Fiscal Year 1980-81**

Calendar Days	Total Certified		Non-Construction		Construction	
	Number	Cumulative Per cent	Number	Cumulative Per cent	Number	Cumulative Per cent
Total	823	—	636	—	187	—
Under 8 days	—	—	—	—	—	—
8-14 days	59	7.2	4	0.6	55	29.4
15-21 days	115	21.2	76	12.5	39	50.3
22-28 days	185	43.7	171	39.4	14	57.8
29-35 days	154	62.4	143	61.9	11	63.7
36-42 days	68	70.7	61	71.5	7	67.4
43-49 days	51	76.9	43	78.3	8	71.7
50-56 days	34	81.0	31	83.2	3	73.3
57-63 days	15	82.8	11	84.9	4	75.4
64-70 days	17	84.9	14	87.1	3	77.0
71-77 days	11	86.2	9	88.5	2	78.1
78-84 days	15	88.0	11	90.2	4	80.2
85-91 days	—	88.0	—	90.2	—	80.2
92-98 days	10	89.2	8	91.6	2	81.3
99-105 days	6	89.9	5	92.4	1	81.8
106-126 days	17	92.0	13	94.4	4	83.9
127-147 days	7	92.9	5	95.2	2	85.0
148-168 days	9	94.0	4	95.8	5	87.7
169 days and over	50	100.0	27	100.0	23	100.0

*Refers only to applications in which certification was granted. This table should not be confused with Table 7 which refers to all certification applications disposed of during the year regardless of the method of disposition.

Ontario Human Rights Commission

Dorothea Crittenden
Chairman

George A. Brown
Executive Director

The Ontario Human Rights Commission, established in 1962, administers The Ontario Human Rights Code which prohibits discrimination in the display of signs and notices, public accommodation, services and facilities, housing, employment, reprisal actions and related advertising because of race, creed, colour, nationality, ancestry, place of origin, age (40-65), sex and marital status.

The commission is composed of a chairman, vice-chairman, race relations commissioner and seven members who are appointed by the Lieutenant Governor in Council. They meet regularly to recommend appointments or non-appointments of boards of inquiry, review settlement proposals, review requests for exemptions and special employment programs under The Human Rights Code and to formulate policy. A quorum of three commissioners meets weekly to review the settlements of all cases prior to closing.

If a complaint cannot be resolved through conciliatory efforts to the satisfaction of all parties, the commission will recommend to the Minister of Labour the appointment or non-appointment of a board of inquiry. This is a quasi-judicial hearing empowered by the Ontario Human Rights Code to render a decision with respect to a complaint. In the last fiscal year, 73 such boards were appointed and 20 hearings completed.

The commission also performs human rights and public education activities among business and industry, media, unions, governments, educational institutions, law enforcement and criminal justice agencies, and social and health institutions. The office of the chairman consists of one professional and two secretarial staff.

Under section 9 of the code, the commission conducts the following programs:

Conciliation and Complaints through the investigation and resolution of complaints filed under the provisions of the code.

Race Relations through the mediation of complaints which fall beyond the strict provisions of the code, involving tensions and conflicts among racial, ethnic and religious groups. It also undertakes preventive activities including consultative services to employers, community groups and minority organizations.

Public Education and Research activities are designed to reduce and eliminate prejudice and negative stereotypes against racial, ethnic, religious, age and sex groups.

During the year, the Conciliation and Compliance Unit registered 898 formal complaints and resolved 893 cases; 350 informal complaints were handled and 25,654 referrals and inquiries were dealt with.

The Race Relations Division carried out 183 mediations and projects and 92 consultations during the year.

Thirty-eight educational activities and 1,687 public relations and informational activities were carried out under the Public Education Program.

The commission has 13 district offices located in Hamilton, Kenora, Kitchener, Kingston, London, Ottawa, Sault Ste. Marie, Sudbury, Thunder Bay, Windsor, Timmins, St. Catharines and Toronto.

The commission consists of 55 professional and 19 secretarial staff.

Details of the activities of the office of the chairman and the staff will be found in the commission's 1980-81 annual report.

Advisory Council on Occupational Health and Occupational Safety

Dr. J.F. Mustard
Chairman

Prof. A.D. Wolfson
Vice-Chairman

The Advisory Council on Occupational Health and Occupational Safety consists of 20 members — a chairman, a vice-chairman, six members representing management, six, representing labour and six, representing the public.

Under section 10 of The Occupational Health and Safety Act, 1978, the functions and powers of the advisory council are:

- to make recommendations to the Minister of Labour relating to programs of the ministry in occupational health and occupational safety and
- to advise the minister on matters relating to occupational health and occupational safety which may be brought to its attention or be referred to it.

During the year, the advisory council submitted four advisory memoranda to the minister with a total of 38 recommendations. The advisory memoranda are:

- Policies and Principles for Manpower Planning and Educational programs in the Field of Occupational Health and Safety.
- Principles and Policies concerning Research and Development in the field of Occupational Health and Occupational Safety.
- Policies and Principles for Monitoring and Maintaining Occupational Health and Safety Standards in the Workplace: Accreditation, External Audit and Internal Audit Programs.
- Policies and Principles for the use of Information in the Prevention of Occupational Accidents and Illnesses.

The advisory council gave consultative advice to the minister in three separate areas of concern. It held two public meetings during the course of the year. In October 1980, it met with the Council of Safety Associations to discuss a number of issues related to the role of the safety associations and of the Council of Safety Associations. In January 1981, the advisory council met with management and labour representatives from the forest products and pulp and paper industries in the Thunder Bay region. The purpose of the meeting was to discuss the implementation of the provisions of The Occupational Health and Safety Act, 1978.

Details of the advisory memoranda and recommendations along with the minister's replies, the consultative advice and the briefs submitted to council by the Council of Safety Associations and by the participants at the Thunder Bay meeting, will be found in the advisory council's third annual report.

The council secretariat consists of an executive secretary, an executive assistant to the chairman, two research officers and two secretarial staff.

Ontario Manpower Commission

Donald Pollock
Chairman

The Ontario Manpower Commission was established in 1979, with the mandate to oversee all manpower programs of the Ontario government and to make operational and policy decisions subject to the concurrence of the cabinet. Programs in the commission's mandate include:

- Adult Occupational Training
- Job Creation
- Guidance/counselling
- Placement
- Mobility
- Labour Market Information

In addition, the commission is responsible for coordinating the development of employment strategies for women, the disabled, youth and native peoples.

During 1980-81 the commission made recommendations to cabinet on imbalances in labour requirements and supplies 1980-85 and in conjunction with the Youth Secretariat, recommended a Youth Employment Strategy. Work is continuing on the other elements in the commission's mandate and recommendations will be submitted to cabinet during the current year.

The Labour Market Research Group continued the development of an improved labour market forecasting system for the province. The output from this system should be available later in the current year.

The commission consists of a full-time chairman/commissioner, four part-time commissioners and 31 complement positions — six in the commission secretariat, and 25 in the Labour Market Information and Analysis Unit.

The Joint Consultative Committee to the Workmen's Compensation Board

The joint Consultative Committee was established by Order in Council in 1976, pursuant to section 70.-(3) (h) of The Workmen's Compensation Act.

During 1980 the committee reviewed and discussed various major issues pertaining to the administering of The Workmen's Compensation Act and provided the board with its comments or conclusions and recommendations on issues such as:

- the board's Industrial Back Education Program;
- proposed changes to the board's Experience Rating Plan for Employers;
- formation and use of *ad hoc* committees;
- jurisdiction of the Ombudsman in Workmen's Compensation cases;
- changes in the federal taxation policies regarding the applicability of income tax to workmen's compensation payments;
- implications of Professor Weiler's recommendations in his November 1980 report — *Reshaping Workers' Compensation in Ontario*.

During 1980, the committee held ten formal agenda meetings and, in addition, met with the (new) chairman of the board on August 20th, 1980, Professor Paul C. Weiler on August 20th, 1980 and the corporation board on October 16th, 1980. The Chairman of the Joint Consultative Committee, Mr. C.A. Brooke, and the Vice Chairman of the Joint Consultative Committee, Mr. E.A. Waddell, met with the corporate board on February 12th, 1980 and with the Minister of Labour on March 24th, 1980.

The Joint Consultative Committee is scheduled to be reviewed under the Sunset Review of Advisory Agencies in March, 1982.



Ontario
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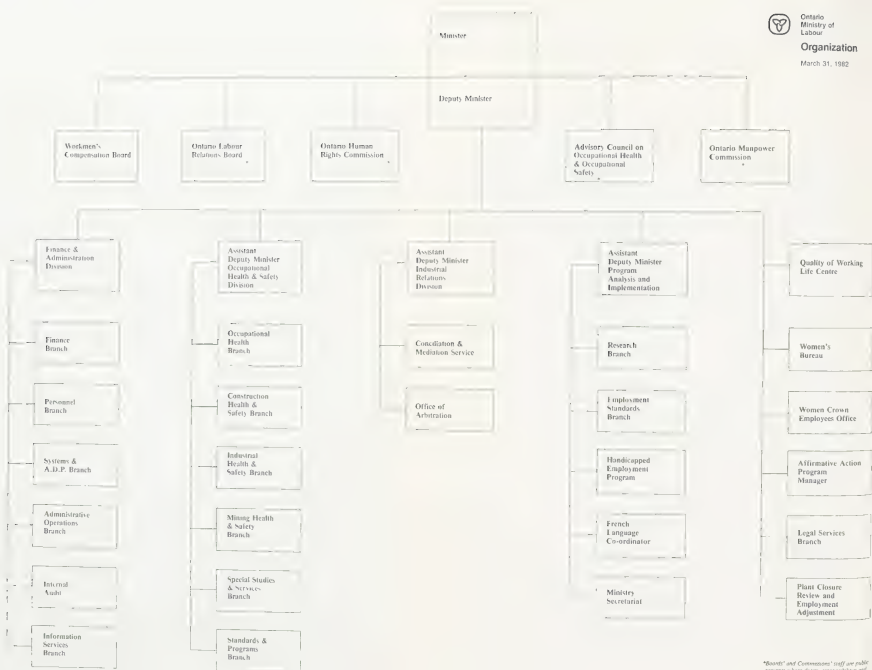
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Letter of Transmittal



To His Honour
The Lieutenant-Governor in Council

May it please Your Honour:

I have the privilege of presenting the 63rd Annual Report of the Ministry of Labour for the fiscal year ending March 31, 1982.

I respectfully submit the report as attached.

A handwritten signature in dark ink, appearing to read 'R. H. Ramsay'.

The Honourable Russell H. Ramsay
Minister

The Honourable Russell H. Ramsay
Minister of Labour

Dear Mr. Ramsay:

I am pleased to submit the Ministry of Labour's Annual Report for the year ending March 31, 1982.

The Ministry's varied activities – all designed to address problems in the workplace – have gained increased relevance in a period of continuing economic uncertainty. I refer in particular to accelerated efforts in the area of employment counselling and adjustment assistance; to the renewed mandate of the Quality of Working Life Centre, and its encouragement of new, participative approaches to job design and workplace practices and procedures; to the excellent work of the Women's Bureau and the Women Crown Employees Office in promoting improved conditions and opportunities for working women in the public and private sectors; and to the determined efforts of the Occupational Health and Safety Division in fulfilling its onerous responsibilities under the Occupational Health and Safety Act. In these and all other program areas, staff of the ministry have performed their duties with enthusiastic dedication.

By the time you receive this report, the new Human Rights Code, passed during the 1981/82 fiscal year, will have been proclaimed. I know that the commission and its staff are both eager and well-equipped to meet the challenge of administering this important new Act.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'T.E. Armstrong'.

T.E. Armstrong, QC
Deputy Minister



Industrial Relations Division

L.V. Pathe

Assistant Deputy Minister

The role of the Industrial Relations Division is to promote harmonious relations between employers and employees. The division's overall objective is a stable labour-relations climate in the province.

This objective is pursued through three activities: Program Administration, the Ontario Conciliation and Mediation Service and the Office of Arbitration.

The Ontario Conciliation and Mediation Service provides conciliation and mediation assistance to labour and management involved in collective agreement negotiations. In addition, the service provides preventive mediation assistance to labour and management during the term of the collective agreement.

The Office of Arbitration administers the sections of the Labour Relations Act dealing with rights arbitration. The office also administers the Hospital Labour Disputes Arbitration Act and co-ordinates the appeal process under the Employment Standards Act. In addition, the Office of Arbitration is involved in the recruitment and training of arbitrators and assists the minister in maintaining a panel of approved arbitrators.

The objectives of the Industrial Relations Division in pursuit of sound labour-management relations are as follows:

- to encourage effective bargaining as contemplated by the Labour Relations Act;
- to promote peaceful settlements through conciliation and mediation service;
- to provide, where necessary, preventive mediation assistance to labour and management during the term of the collective agreement;
- to facilitate the processes of grievance and interest arbitration in accordance with the intention of the Labour Relations Act and the Hospital Labour Disputes Arbitration Act.

An assistant deputy minister is responsible for directing and co-ordinating the activities of the Industrial Relations Division.

During 1981/82 the office had a complement of three – an assistant deputy minister, an executive assistant and a secretary.

Construction Industry Review Panel

The panel was established by the Minister of Labour to examine labour-management relations in the construction industry and to recommend to the minister and the parties measures which will contribute in the long term to the improvement of these relations, including means of achieving:

- greater stability of employment
- optimum levels of activity
- appropriate sharing of the rewards of production
- uninterrupted service to clients and the public

Ontario Conciliation and Mediation Service

Ray Illing
Director

Harry J. Sparling
Chief, Technical Services

The goals of the Ontario Conciliation and Mediation Service are to foster harmonious labour-management relations and to minimize disruption in the economy arising from strikes and lock-outs.

To achieve these goals, the service, operating under the authority of the Labour Relations Act, carries out major programs in two areas – collective agreement dispute resolution through conciliation/mediation, and preventive mediation.

The service performs conciliation and mediation functions, assisting employers and unions to achieve settlement of their contractual differences. In addition, OCMS has firmly established a program of preventive mediation, which involves anticipating and providing for the needs of management and labour in the development of their relationship to minimize disruptions and to facilitate peaceful negotiations of collective agreements.

Dispute Resolution Process

The process has two steps. First, parties unable to achieve an agreement in direct negotiations must meet with a conciliation officer before they resort to the economic sanction of a strike or lock-out. During this stage, an officer enters the negotiations and employs mediation techniques in an effort to bring the parties to settlement. Should the parties fail to effect total agreement, a report is made to the minister recommending whether or not a board of conciliation be appointed.

Although the use of boards of conciliation after the conciliation officer stage is an alternative under the Act to the establishment of a strike/lock-out deadline, few have been appointed in recent years. Subject to ministerial policy, they remain as important tools to deal with disputes involving public services, pattern-setting industries and contentious first agreements. If it is recommended that a board not be appointed, a 'no board' report is issued establishing a legal strike or lock-out deadline, which occurs 14 days following receipt of the notification to the parties.

During this period, the mediation service maintains contact with both parties keeping them aware of the availability of further mediation assistance.

The second step – mediation – is an informal one in which the services of a mediator are made available to the parties at any point in negotiations following the conciliation officer's report. While the techniques of mediation are similar to those of conciliation, the intensive nature of this

assistance, the pressure of a deadline or ongoing work stoppage and the personal persuasive abilities of a senior mediator are additional factors.

Preventive Process

The main preventive mediation areas are the Relationship Improvement Program, the joint training of supervisors and union stewards, and assistance in establishing Joint Action Committees.

The Relationship Improvement Program is designed to do exactly that – improve union-management relations. It is a two or three-day seminar approach and is an adaptation of the concepts of Relationship by Objectives (RBO), which has been used extensively since 1975 and has proved effective in the promotion, development and maintenance of sound relationships between employers and unions.

The focal point of the training program is joint problem solving. Working in close consultation with both parties, OCMS mediators determine their needs and design a training program to include the study of attitudes, communications, leadership, grievance administration, and roles and responsibilities.

The establishment of a joint action labour-management committee is recommended in situations where the relationships would be assisted by a vehicle for regular formal communication. This may be applicable in a particular area or industry or in an individual plant. Resources are made available to assist the parties to establish and structure such a committee.

There are a number of other preventive mediation activities:

- From the time of certification, the progress of first agreement negotiations is followed so that assistance can be offered where it appears that a fledgling relationship is encountering difficulty.
- Negotiations following a 'no-board' report are closely monitored so that parties are aware of the mediation services available to them and can have access to a mediator without delay at this critical period.
- Under the Act, the minister may appoint a disputes advisory committee. Such a committee, composed of representatives of labour and management, assists and advises the parties in particularly difficult disputes. The minister can also establish an industrial inquiry commission to examine a range of subjects relating to the bargaining process in that particular industry.

1981/82 Activities/Caseload

- By keeping a record of the service's experience in specific disputes, early pre-negotiation contact can be made with parties whose previous negotiations were characterized by poor relationships, contentious issues or complex bargaining co-ordination. Mid-contract involvement of mediators, either informally or as special officers under the Act, has the potential of encouraging the parties to work on improving their relationship, dealing with problems underlying recurring negotiation issues and reducing to manageable proportions the issues to be faced during the pressure of negotiations.

The complement of the service at March 31, 1982 consisted of the director, the chief, Technical Services, 10 mediators, 18 conciliation officers, two research staff and 12 clerical and support staff.

During 1981/82, a total of 2,281 collective agreements disputes was referred to conciliation officers. These assignments represented a decrease of 391, or 14 per cent under the total for last year (Table 1). The officers disposed of 2,467 cases during the year, a seven per cent decrease over last year's dispositions. At year end, 403 cases were still being dealt with by the officers, compared to 587 in 1980/81.

Post-conciliation or mediation assistance was provided in 752 new cases in 1981/82, compared to 793 cases last year (Table 2). The parties reached agreement in 776 of the cases that were disposed of, although 204 of them involved a work stoppage.

Mediators played a preventive role in 59 new cases in 1981/82, compared to 71 in 1980/81 (Table 3).

Table 1

Conciliation Applications Dealt with Under the Ontario Labour Relations Act, Fiscal Year 1981/82

	1981/82		1980/81	
	Disputes	Employees	Disputes	Employees
Assignments received by officers	2,870	324,652	3,231	436,867
Carried from previous year	589	58,464	559	69,152
Assigned to officer during year	2,281	266,188	2,672	367,715
Assignments disposed of by officers	2,467	245,541	2,642	378,403
Settled by officer				
Construction	28	6,097	44	5,942
Non-construction	822	63,720	658	57,098
No Board				
Construction	201	4,557	380	66,799
Non-construction	1,140	147,535	1,334	221,171
Referred to conciliation board				
Construction	0	0	0	0
Non-construction	0	0	0	0
Lapsed or withdrawn				
Construction	32	1,717	32	5,218
Non-construction	244	21,915	194	22,175
Assignments pending at March 31	403	79,111	589	58,464

Table 2

Remedial Mediation Activity, Fiscal Year 1981/82

	1981/82					
	Total		No Work Stoppage Involved		Work Stoppage Involved	
	Disputes	Employees	Disputes	Employees	Disputes	Employees
Assignments received by officers	970	183,407	720	121,171	250	62,236
Carried over from previous years	218	54,685	140	43,491	78	11,194
Assigned to officers during year	752	128,722	580	77,680	172	51,042
Assignments disposed of by officers	819	167,344	595	113,546	224	53,798
Settled during mediation	602	101,647	467	73,326	135	28,321
Settled following mediation assistance	174	43,673	105	19,306	69	24,367
Arbitration	6	20,432	6	20,432	—	—
Lapsed	24	1,154	10	165	14	989
Closed by mediator, no further action by parties	13	438	7	317	6	121
Assignments pending at March 31	151	16,063	125	7,625	26	8,438

Table 3

Preventive Mediation Activity, Fiscal Year 1981/82

	1981/82		1980/81	
	Situations	Employees	Situations	Employees
Assignments received by officers	154	40,032	148	31,849
Carried over from previous years	95	20,421	77	16,765
Assigned to officers during year	59	19,611	71	15,084
Assignments disposed of by officers	32	22,729	53	11,428
Assignments pending at March 31	122	17,303	95	20,421

Office of Arbitration

Jean M. Read
Director

The Office of Arbitration assists the minister in carrying out his statutory responsibilities for constituting boards of arbitration and appointing single arbitrators under the Labour Relations Act and the Hospital Labour Disputes Arbitration Act. The office is responsible for the receipt and processing of requests from employers and trade unions for the appointment of arbitrators and nominees to boards of arbitration. This function involves identifying individuals qualified to act under ministerial appointment, providing administrative services to arbitrators, monitoring the progress of arbitration proceedings and cataloguing arbitration awards for public availability. In association with the minister's advisory committee on arbitration, the office maintains a roster of qualified arbitrators and is actively involved in the training of prospective arbitrators. Through its staff of grievance settlement officers, the Office of Arbitration also provides labour and management with grievance mediation services.

The Office of Arbitration also has responsibility for co-ordinating appeals under the Employment Standards Act.

The office publishes, and distributes to members of the industrial relations community, a monthly bulletin which summarizes current arbitration awards. Present circulation is approximately 5,000.

Labour Relations Act

A primary responsibility of the Office of Arbitration is to administer the expedited grievance arbitration procedure under section 45 of the Act. This statutory procedure may be invoked by either party to a collective agreement as an alternative to the arbitration procedure set out in the agreement. Upon receipt of a request under section 45, the minister is required to appoint a single arbitrator who must commence to hear the dispute within 21 days of the request. The minister may appoint a grievance settlement officer to confer with the parties and attempt to effect a settlement prior to the hearing. Should the dispute proceed to the hearing, the Office of Arbitration endeavours to encourage a timely release of the award.

An advisory committee has been established under section 45 to advise the minister on matters relating to arbitration, particularly with respect to persons qualified to act as arbitrators. The chairman of the committee is the assistant deputy minister, Industrial Relations Division, and its membership comprises three senior management and three senior labour representatives. A major achievement of the advisory committee has been the development of an arbitrator training program which is administered by the Office of Arbitration and conducted under the guidance of accomplished arbitrators.

Under section 44 of the Act, parties who have elected to follow the arbitration procedure in their collective agreement may request the minister to assist them in constituting a board of arbitration. For example, in the event of one party failing to appoint its nominee to the board or the parties' nominees failing to agree on a chairman, the minister, upon request, may make the necessary appointment. Alternatively, at the request of the parties, the Office of Arbitration will supply them with a list of arbitrators to facilitate their selection of a chairman. On a consensual basis, the services of a grievance settlement officer may also be made available to parties proceeding to arbitration under their collective agreement.

Hospital Labour Disputes Arbitration Act

The Hospital Labour Disputes Arbitration Act provides for compulsory arbitration of unresolved collective bargaining disputes between hospitals and trade unions representing hospital employees. Strikes and lock-outs are prohibited. The Office of Arbitration assists in facilitating the system of arbitration under the Act. It recommends to the minister the names of individuals for appointment as nominees or chairmen of boards of arbitration where parties have failed to constitute a board in accordance with the Act. The Office of Arbitration may also arrange the arbitration hearing, notify the parties and their nominees of the date and place of the hearing and monitor the proceedings to ensure that the award is released within a reasonable time after the hearing.

Employment Standards Appeals

The Office of Arbitration has assumed responsibility for co-ordinating appeal procedures under the Employment Standards Act. This includes employer appeals against orders to pay issued by employment standards officers. Referees are appointed on behalf of the director of the Employment Standards Branch, and the Office of Arbitration handles all administrative procedures with regard to time and venue and ensures that all interested parties have been given due notice of the hearing. Referees appointed to hear these appeals are expected to issue their decisions within three weeks from the date of the final hearing.

1981/82 Activities

Continuing with its initiative of the previous year, 1981/82 saw the successful completion of the ministry's second arbitrator training program. Four aspiring arbitrators graduated from the program during the year and are now receiving ministerial appointments.

Under section 45 of the Labour Relations Act, 1,092 single arbitrators were appointed. As a result of the involvement of settlement officers, 719 disputes were resolved prior to hearing for a settlement rate in excess of 60 per cent. Aside from section 45, the minister was involved in the appointment of 203 arbitrators for parties experiencing difficulty establishing a board of arbitration. On 180 occasions, lists of arbitrators were supplied at the request of parties.

Services of a grievance settlement officer were provided to parties proceeding to arbitration under their collective agreement in 371 cases. Of this number, 280 were resolved for a settlement rate in excess of 80 per cent.

Under the Hospital Labour Disputes Arbitration Act, 49 arbitrators were appointed by the minister. Lists of arbitrators were provided upon request in 34 cases.

Under the Employment Standards Act, 262 referees were appointed through the Office of Arbitration.

The caseload of the Office of Arbitration is more particularly described in Table 1 below.

The Office of Arbitration received and catalogued 1,689 awards during fiscal 1981/82. Awards in the amount of 34,721 pages were purchased by the public.

The complement for 1981/82 was 12, consisting of a director, four grievance settlement officers and seven clerical and administrative staff.

Table 1

Activities during 1980/81 and 1981/82

	1980/81					1981/82				
	Emp. Stnds. Appeals	HLDA (interest)	The Labour Relations Act (rights)		Total 1980/81	Emp. Stnds. Appeals	HLDA (interest)	The Labour Relations Act (rights)		Total 1981/82
			s.44	s.45*				s.44	s.45*	
Panels										
provided	X	26	136	X	162	X	34	180	X	214
Arbitrators/ referees – ministerially arranged	227	48	183	388	846	262	49	203	1,092	1,606
Nominees requested	X	8	72	X	80	X	8	52	X	60
Ministerial nominations	X	2	1	X	3	X	O	O	X	O
Pre-hearing assignments	X	X	142	391	533	X	X	371	1,101	1,472
Pre-hearing settlements	X	X	118	263	381	15	X	280	719	1,014
Total awards filed	177	99	1,302	73	1,651	168	70	1,174	277	1,689
Total awards purchased (pages)	X				31,292	X				34,721

Legend: O – no activity * – expedited grievance arbitration X – not application

Occupational Health and Safety Division

Ann E. Robinson, PhD, FCIC
Assistant Deputy Minister

The Occupational Health and Safety Division seeks to improve worker health and safety in Ontario workplaces by:

- administration of the Occupational Health and Safety Act and regulations.
- developing new regulations, guidelines, codes and strategies to prevent occupation-related injuries and illnesses.
- reviewing existing programs.
- advising, educating, or training (as appropriate) all parties with respect to rights, duties and responsibilities under the legislation.

The division is organized into six branches: Construction Health and Safety, Industrial Health and Safety, Mining Health and Safety, Occupational Health, Special Studies and Services, and Standards and Programs.

The complement for 1981/82 was 724.

The division administers the Occupational Health and Safety Act and the regulations for construction projects, mines and mining plants and industrial establishments as well as the lead and mercury regulations.

Awareness of the Act and regulations is an important aspect of compliance. The ministry has published a guide to the Act and has continued its advertising campaign aimed at increasing worker and employer knowledge of the Act.

Consultation with management and labour is another important means to achieve compliance and reduce injuries and illnesses. The parties at the workplace must know their rights, duties and responsibilities, and division staff have continued to work with those concerned to achieve a state of awareness. More specifically, the Special Advisor on Industrial Relations has played a significant role in identifying appropriate mechanisms which can be used in assisting the parties to help themselves to prevent occupational accidents and illnesses.

The right to refuse unsafe work is a fundamental right granted workers under the Act. There has been an upward trend in the exercise of this right. In 1981/82 there were 181 such cases. As more workers become aware of their rights, this number may be expected to increase. The right is being treated with respect and is not being abused.

The development of regulations has been a continuing priority. Regulations for lead and mercury became law this year. The ministry is engaged in extensive consultations with the parties regarding regulations for hospitals, educational establishments, and designated substances.

The Mining Legislation Review Committee, under the chairmanship of Mr. Cam Barrett, has continued to review the mining regulations.

The division continued to administer the Lottery Awards Programs. The Lottery Awards Committee, on the advice of two subcommittees on manpower training and applied research, approved funding for many significant programs and projects. The minister made awards totalling nearly one million dollars.

During 1981/82, the ministry received the report of the Federal-Provincial Enquiry into Mine Safety. The ministry has engaged in extensive consultation with management and labour to review the commission's recommendations.

Members of the division work along with other agencies having related interests and complementary legislation such as Labour Canada and the Atomic Energy Control Board. Staff of the division serve as their agents in industries such as uranium mining. The division also provides advice to the Ministry of the Environment and other government agencies on the health effects of various chemicals. For example, the staff of the division assisted the Ministry of Education in its program to identify and control asbestos in schools. The division personnel also provided expert advice and assistance to the Ministry of Health in the identification of exposures to formaldehyde in homes with urea formaldehyde foam insulation. The division has welcomed occasional visitors from other jurisdictions.

Royal Commission on Matters of Health and Safety Arising from the Use of Asbestos in Ontario

The Royal Commission on Asbestos was established by announcement of the former Minister of Labour, Dr. Robert Elgie, on April 21, 1980. The commission's terms of reference include an investigation into all matters relating to health and safety arising from the use of asbestos in Ontario.

On June 8, 1981, the commission held its seventh day of hearings wherein people who had previously filed written submissions presented these briefs orally before the commission. On June 11, the Royal Commission on Asbestos commenced hearing testimony of various witnesses on such subjects as health effects and measurement of asbestos. The commission held 31 days of these hearings during the period from June 11, 1981 to March 31, 1982.

The commission plans to continue holding public hearings in May and June 1982 on such subjects as standard-setting, enforcement, implementation and workers' compensation.

Occupational Health Branch

Peter L. Pelmear, MD, FFOM, DIH
Director

As of March 31, 1982, the commission had published six studies, as follows:

Study No. 1 *Collective Bargaining and Asbestos Dangers at the Workplace*
By Morley Gunderson and Katherine Swinton

Study No. 2 *Workers' Compensation and Asbestos in Ontario*
By Peter S. Barth

Study No. 3 *Policy Options in the Regulation of Asbestos-Related Health Hazards*
By Carolyn J. Tuohy and Michael J. Trebilcock

Study No. 4 *The Politics of Risk: The Identification of Toxic and other Hazardous Substances in Canada*
By G. Bruce Doern

Study No. 5 *Living with Contradictions: Health and Safety Regulation and Implementation in Ontario*
By G. Bruce Doern, Michael Prince and Garth McNaughton

Study No. 6 *Worker Attitudes About Health and Safety in Three Asbestos Brake Manufacturing Plants*
By Sall Luce and Gene Swimmer

Asbestos in the workplace, asbestos in building, and sampling and measurement of asbestos are the subjects of three more studies to be published in the coming months.

The commission had received 86 written submissions as of March 31, 1982. The commission plans to complete its work in the fall of 1982.

The Occupational Health Branch provides consultation services on the recognition, evaluation and control of workers' exposure to health hazards in the workplace to the inspectorate branches of the Ministry of Labour, the Ministries of the Environment and Health and the Workmen's Compensation Board.

The branch assists in the development of standards and guidelines to protect the health of workers; it also audits medical surveillance programs of workers, and conducts chest x-rays and respiratory function tests.

The branch's journal, *Occupational Health in Ontario*, is published under the direction of an editorial board and is available without charge to libraries and health personnel. Two thousand, five hundred copies are being distributed quarterly.

Apart from branch administration, there are three groups – the Occupational Health Medical Service, the Occupational Health Hygiene Service and the Occupational Health Laboratory Service – each of which reports to the director through a chief of service.

The branch complement of 171 includes the director, a manager of program administration, an administrative assistant, 15 physicians, 11 nurses, 17 scientists, 20 hygienists (engineers and scientists), 67 technicians, an industrial health counsellor, two survey organizers, an audiologist, a bio-statistician and 33 support staff.

(continued on page 12)

1981/82 Activities

To meet the demands for information on all aspects of occupational health and toxicology, the Resource Section provides scientific and medical support to the branch and ministry consultants. During the 1981/82 fiscal year, two special projects involving the assessment of hospital worker exposure to nitrous oxide, halothane and enflurane and the assessment of worker exposure to formaldehyde were undertaken:

	Number of hospitals/ companies visited	Number of reports completed
Anaesthetic gases project	38	34
Formaldehyde project	38	38

Occupational Health Medical Service

The medical and nursing consultants are located in the head office in Toronto and in field offices with the inspectorate in Scarborough, Hamilton, London, Sudbury, Ottawa and Kingston.

The medical consultants work with the industrial, construction and mining inspectors as well as with other members of the branch to investigate situations where health hazards may exist, to evaluate occupational health services and advise on the establishment of medical surveillance programs. The physicians also act as consultants for the Workmen's Compensation Board, hospitals and family physicians and participate in educational activities. The nurses visit industries and institutions to promote employee health programs where none exist and to encourage improvement and expansion of existing occupational health programs. During the 1981/82 fiscal year, the collection of data for the anaesthetic gases and the formaldehyde projects was a nursing consultant priority.

The Occupational Chest Disease section provides medical surveillance with x-ray and pulmonary function tests to exposed workers in Ontario. The section operates from a central clinic and three mobile units. The section works closely with the Workmen's Compensation Board and investigates the claims of many workers. There is liaison with provincial chest clinics in Northern Ontario which provides the medical surveillance service for miners.

Occupational Health Hygiene Service

The occupational health hygienists are located in the head office in Toronto, and in field offices with the inspectorate in Scarborough, Hamilton, London, Sudbury and Ottawa and act as consultants to the inspectorate branches of the Ministry of Labour. They may also respond to requests from industry, trade unions, health units and community organizations through the inspectorate and the Workmen's Compensation Board.

The service conducts field investigations of chemical, physical and other health hazards, audits exposure of workers to chemical substances and physical agents and recommends corrective action. These field visits are made to identify and evaluate the workers' exposures and to recommend control measures for hazardous substances.

The field visits are generally unannounced and the consultant is usually accompanied by an inspector from one of the ministry's line branches.

The service also provides engineering advice to the line branches and the Ministry of the Environment during the review of plans and drawings of plants where chemical and physical agents are used or produced.

Occupational Health Laboratory

The laboratory provides the majority of its analytical and air sampling services to the medical and hygiene services of the branch. Analyses are also requested by companies, physicians, health units and the Workmen's Compensation Board.

Approximately 50 per cent of analyses are of blood and urine samples collected from workers exposed to hazardous substances; these samples are collected as part of medical surveillance programs. Analyses include determination of lead in blood, mercury in urine and cholinesterases in blood samples.

Field visits are made by the occupational health technicians to sample the exposure levels of workers to chemical substances and physical agents. Audits of a company's air quality and noise monitoring programs are also conducted.

Analyses of adsorbents or filters used during air sampling procedures and of material samples of unknown identity or composition account for the remainder of the laboratory's caseload.

New analytical methods are developed, old ones are reviewed and improved.

During the 1981/82 fiscal year, three special projects were initiated in conjunction with the Ministry of Health, the Ministry of Education and the Ministry of Government Services.

Program	Client	Accomplishment
Formaldehyde in Homes	Ministry of Health	5,058 homes were visited for the air quality assessment
Formaldehyde in Schools	Ministry of Education	20 schools were visited for air quality assessment
Asbestos in Public Buildings	Ministry of Government Services	204 air samples in 20 public buildings were counted for asbestos fibres.

Medical Service

Source of Physician and Nursing Visits

Carry over from 1980/81	200
Industrial Health and Safety Branch	247
Occupational Health Branch	1129
Construction Health and Safety Branch	2
Mining Health and Safety Branch	1
Workmen's Compensation Board	175
Companies	19
Medical Officer of Health	2
Private Physician	9
Audit	66
Other	6
Total	1856

Physician Visits Completed

	Requests	Field Visits	Outstanding
Carry over from 1980/81	200		
April	80	105	
May	50	59	
June	125	70	
July	68	22	
August	36	25	
September	38	71	
October	43	154	
November	44	44	
December	71	44	
January	69	72	
February	107	55	
March	139	66	
Total	1,070	787	283

Nursing Visits Completed

April	71
May	65
June	102
July	97
August	85
September	99
October	67
November	80
December	51
January	35
February	11
March	23
Total Requests	786
Completed	786
Outstanding	0

Industrial Health Counsellor Visits Completed

April	7
May	8
June	12
July	4
August	6
September	6
October	6
November	4
December	4
January	4
February	7
March	7
Total	75

Respiratory Function Tests

	Number of Companies Surveyed	Number of Employees Examined
All organic dusts	524	13,221
Isocyanates	41	786
Organic dusts:		
Cotton and Jute	11	1,355
Silica dust:		
foundries	122	5,301
Total	698	20,663

Tests Performed on Behalf of the Workmen's Compensation Board

Lung volume measurements	200
Gas transfer measurements	200
Electrocardiograms	200
Exercise stress tests	140
Total	740

Chest X-Ray Examinations

In silica exposure	11,614
In exposure to isocyanates	1,255
In exposure to asbestos dust	2,486
In exposure to combination of asbestos and silica dust	901
*In other hazardous dusts	4,880
In no significant dust exposure	1,296
Sub-total	22,432
W.C.B.	654
Total	23,086

*Talc, nepheline syenite, beryllium, tungsten carbide, cobalt, cadmium, cotton, jute, hemp, etc.

Centres and Plants Visited

	Centres Visited	Plants Visited	Special Clinics
Survey Clinics	167	785	62

Plant Visits to Assess Exposure and/or Introduce Medical Program

Silica exposure	33
Asbestos exposure	12
Combined asbestos and silica exposure	6
Isocyanate exposure	11
Other dusts	13
Total	75

Silicosis

Of 11,614 persons employed in various silica exposures, radiological evidence of silicosis was reported in 36. Fifteen of these were newly diagnosed.

	Previously Reported	Newly Diagnosed	Total
Simple silicosis	16	15	31
Complicated silicosis	5	—	5
Total	21	15	36

Asbestosis

Of 3,387 asbestos exposed persons examined, radiological evidence of asbestosis was reported in 36. Fifteen of these cases were discovered in 1981/82.

	Previously Reported	Newly Diagnosed	Total
Asbestos exposure	4	13	17
Asbestos/silica exposure	17	2	19
Total	21	15	36

Other Conditions Reported Upon

Radiological evidence of other conditions reported on are as follows:

Pleurisy, inactive	490
Pleurisy, w/effusion	5
Dust effects, uncomplicated	63
Dust effects, with TB	6
Heart abnormal	112
Aorta abnormal	258
Primary focus	573
Primary complex	185
Hilar Calcification	211
Fungus infection	100
Pneumonia	18
Emphysema	44
Increased lung markings	768
Sarcoidosis	9
Unspecified	1,755

Hygiene Service

Source of Hygienists' Visits

Industrial Health and Safety Branch	1,243
Occupational Health Branch	428
Construction Health and Safety Branch	35
Workmen's Compensation Board	195
Companies	70
Unions	1
Audit	1
Other	11
Total	1,984

Hygiene Service Field Visits

	Requests	Field Visits	Outstanding
Carry over from 1980/81	229		
April	155	182	
May	202	176	
June	210	70	
July	205	67	
August	119	99	
September	134	150	
October	180	154	
November	147	159	
December	118	138	
January	195	114	
February	172	195	
March	147	214	
Total	2,213	1,718	495

Occupational Health Laboratory

Source of Air Quality Assessment Visits

Industrial Health and Safety Branch	125
Occupational Health Branch	1,176
Construction Health and Safety Branch	3
Administration	1
Medical Officer of Health	33
Workmen's Compensation Board	1
Private Physician	1
Companies	4
Audit	9
Other	1
Total	1,354

Summary of Analyses

Biological Samples	34,994
Materials	1,898
Air Samples	34,337
Total Number of Analyses:	71,229

Analyses of Biological Samples

Arsenic in Urine, Hair or Nails	340
Cadmium in Urine	613
Cholinesterase in Blood	870
Chromium in Urine	316
Cobalt in Urine	4
Copper in Urine, Blood or Serum	26
Coproporphyrin in Urine	354
Creatinine in Urine	3,221
Fluoride in Urine	961
Lead in Blood	10,635
Lead in Urine	14,141
Manganese in Urine	322
Methylene Dianiline in Urine	98
Mercury in Urine	2,222
Nickel in Urine	21
PCBs in Serum	62
Phenol in Urine	623
Tetrahydrofuran in Serum	1
Zinc in Urine, Blood or Serum	164
Total	34,994

Air Quality Assessment Visits

	Requests	Field Visits	Outstanding
Carry over from 1980/81	355		
April	90	133	
May	90	97	
June	162	113	
July	142	98	
August	50	48	
September	104	82	
October	101	86	
November	93	108	
December	92	85	
January	162	115	
February	125	165	
March	143	177	
Total	1,689	1,307	382

Analysis of Materials

Acetaldehyde	3	Free Silica	144
Acetic Acid	1	Fume, Identification of	1
Acetone	2	Furfural	1
Acid, Identification of	1	Gasoline in Water	1
Acidity Measurements	6	Glutaraldehyde	1
Acrolein	2	Hydrazine	3
Acrylic Acid	1	Hydrocarbons	6
Alkalinity Measurements	15	Hydrogen Sulphide	1
Aluminum	16	Iron	24
Amines	10	Insecticide, Identification of	1
Ammonia	6	Isopropanol	2
Antimony	4	Isosorbide Dinitrate	1
Arsenic	9	Insulations, Identification of	4
Asbestos	910	Lead	72
Asbestos (Public Buildings)	22	Lorazepam	1
Barium	7	Manganese	18
Beryllium	2	Magnesium	13
Binder, Identification of	1	Material on Filters, Identification of	3
Bismuth	3	Material from Pulping, Identification of	1
Boron	4	Methylene Diphenyldiisocyanate	4
Butyl Cellosolve	1	Methanol	2
Cadmium	16	Methyl Chloroform	1
Calcium	16	Methyl Isobutyl Ketone	1
Carbon	1	Mineral Wool	1
Carbon Disulphide	1	Molybdenum	1
Catalyst, Identification of	1	Morpholine	3
Cellosolve Acetate	1	Nickel	28
Cellulose	3	Nitrites	7
Chloride	3	N-Nitrosodiethylamine	1
Chromium	37	Oils, Identification of	9
Cleaners, Identification of	8	Oxazepam	1
Coagulant, Identification of	1	Paper Additives, Identification of	3
Cobalt	12	Particle Sizing	2
Concrete Material, Identification of	1	PCBs	8
Copper	17	Phthalic Anhydride	1
Crystals, Identification of	1	Pigment	2
Cutting Fluids, Identification of	8	Plastics, Identification of	101
Cyanide	2	Potassium	1
2,4-Dichlorophenoxyacetic Acid	1	Powder, Identification of	1
Decomposition Products	42	Propionaldehyde	1
Detergent	4	Refractory, Identification of	1
O-Dichlorobenzene	2	Rubber, Identification of	2
Dichloroethane	1	Selenium	1
Dichloromethane	2	Silica, Identification of Type of	2
Diethylbenzene	1	Silver	1
Diethyl Adipate	1	Sludges, Identification of	2
Dusts, Identification of	2	Sodium	2
Ethanol	1	Sodium Tetraborate	1
Ethanolamine	1	Solvents	90
Fabric, Identification of	6	Starch	1
Flame Retardant, Identification of	1	Styrene	3
Fluoride	3	Sulphate	2
Formaldehyde	19	Sulphur, Identification of	1
		Talc	19
		Tars, Identification of	3

Tetrachloroethylene	1	Butyl Cellosolve	145
Tin	5	Butyl Glycidyl Ether	7
Titanium	5	Cadmium	193
Toluene	3	Calcium	52
1,1,-Trichloroethane	2	Carbadox	9
Trimellitic Anhydride	1	Carbaryl	6
Trimethyl Benzene	1	Carbon Disulphide	159
Tungsten	1	Carbon Tetrachloride	8
Vinyl Acetate	2	Cellosolve Acetate	112
Xylenes	2	Chloride	43
Zinc	25	Chloroform	46
Total	1,898	Chromium	613

Sources of Material Analyses

Special Asbestos Survey	868	Cyanide	31
Requested by Occupational Health Branch	589	Cyclohexane	9
Requested by Industrial Health and Safety Branch	289	Cyclohexanone	60
Requested by Mining and Health and Safety Branch	86	Dacthal	7
Requested by Construction Health and Safety Branch	28	Diacetone Alcohol	27
Requested by Health Units	16	Diazinon	28
Workmen's Compensation Board	12	p-Dichlorobenzene	17
Requested by Companies	4	1,2-Dichloroethane	33
Requested by Municipalities	3	2,4-Dichlorophenoxyacetic Acid	14
Requested by Ministry of Health	2	Diethanolamine	14
Requested by Schools	1	Dimethylformamide	12
Total	1,898	Diethyl Phthalate	8

Analyses of Collecting Media from Air Sampling

Acetaldehyde	33	Dioxan	33
Acetic Acid	17	Enflurane	367
Acetone	262	Epichlorohydrin	24
Acrolein	27	Ethanolamine	6
Acrylonitrile	44	Ether	44
Alkyl Substituted Alcohols	11	Ethyl Acetate	72
Aluminum	145	Ethyl Acrylate	9
Ammonia	95	Ethyl Alcohol	107
Amyl Acetate	3	Ethyl Benzene	12
Antimony	33	Ethyl Mercaptan	7
Arsenic	74	Ethyl Methacrylate	12
Barium	5	Ethylene Diamine	7
Benzene	113	Ethylene Glycol	35
Benzene Solubles	59	Ethylene Oxide	299
Beryllium	100	2-Ethylhexyl Alcohol	23
Cur-Rite 18	7	Fluoride	236
Boron	43	Formaldehyde in Homes	13,274
Butyl Acetate	51	Formaldehyde (Industrial and Institutional)	1,165
n-Butyl Alcohol	89	Formaldehyde in Schools	160
Butyl Carbitol	12	Formic Acid	16
		Freon 11	16
		Freon 12	12
		Furfuryl Alcohol	5
		Gasoline	4
		Halothane	456
		Hexamethylene Diisocyanate	64
		Heptane	18
		n-Hexane	34

Analyses of Collecting Media from Air Sampling
(continued)

Hexyl Acetate	3	Respirable Cristobalite	12
Hi-Sol	5	Respirable Quartz	3,046
Hydrazine	6	Selenium	18
Hydrogen Chloride	67	Silver	64
Iron	469	Sodium Hydroxide	33
Isobutyl Acetate	49	Solvesso 150	13
Isobutyl Alcohol	42	Stoddard Solvent	302
Isocyanates	654	Styrene	456
Isoflurane	48	Sulphur Compounds (Volatile)	13
Isophorone	68	Sulphuric Acid	165
Isopropyl Alcohol	177	Tellurium	2
Isosorbide Dinitrate	13	Tetrahydrofuran	18
Lead	2,159	Thiram	33
Loss on Ignition	2	Tin	39
Lorazepam	11	Titanium	18
Magnesium	27	Toluene	892
Maleic Acid	3	o-Toluidine	10
Manganese	292	1,1,1-Trichloroethane	7
Markem	6	Trichloroethylene	185
Mercury	312	Trichlorotrifluoroethane	28
Methyl Acrylate	5	Triethylamine	55
Methyl Alcohol	103	Vanadium	24
Methyl Cellosolve Acetate	9	Varsol	43
Methyl Chloroform	133	Vinyl Chloride	116
Methyl Ethyl Ketone	407	Xylene	745
Methyl Isoamyl Ketone	5	Zinc	640
Methyl Isobutyl Ketone	157	Total	34,337
Methyl Methacrylate	31	Total Number of Analyses:	71,229
Methylene Chloride	262		
Mineral Spirits	55		
Methylene Bis (2-Chloroaniline)	106		
Molybdenum	32		
Morpholino-Thiobenzothiazole Sulphonamide	7		
Naphtha	124		
Naphthalene	25		
Nickel	469		
Nitric Acid	23		
1-Nitropropane	5		
N-Nitrosodiethylamine	24		
Nitrous Oxide	31		
Octane	8		
Oil Mist	118		
Ozone	93		
PCBs	112		
Pentane	8		
Perchloroethylene	86		
Phenol	103		
Propionaldehyde	26		
Propyl Acetate	20		
n-Propyl Alcohol	52		
Pyridine	35		
Resorcinol	14		

Construction Health and Safety Branch

W. S. Melinyshyn, P. ENG.*
Director

1981/82 Activities

The Construction Health and Safety Branch is concerned with the health and safety of workers engaged in all aspects of the construction industry, including erection, alteration, repair, demolition, dismantling and moving of such projects as buildings, structures, shafts, tunnels, work under compressed air, highways, railways, sewers, watermains and conductors of electrical energy and solids, liquids or gases. The branch is headed by a professional engineer, with eight professional engineers on staff.

The branch is responsible for the administration of the Occupational Health and Safety Act, R.S.O. 1980, C. 321 and Revised Regulations of Ontario 691/80, for Construction Projects.

Through the cyclical inspection program, approximately 10,000–12,000 notifiable construction projects are inspected annually across the province for compliance with the above legislation.

The field inspectors investigate all fatalities, most serious accidents and any unusual situations or occurrences that may be hazardous on construction sites.

On March 31, 1982, the branch had a complement of 117, including one director, 103 field inspectors and 13 support staff.

During the 1981/82 fiscal year, construction health and safety officers completed 64,512 inspections, a decrease of about 11 per cent from the 1980/81 fiscal year. A total of 27,903 orders was issued during these inspections, compared with 29,543 during the previous fiscal year, a decrease of about 5.4 per cent.

There has been a declining trend in the occurrence of fatalities on construction sites during the past five years, with a total of 42 occurring during fiscal 1977/78 and of 37 during 1981/82, and an all-time low of 27 occurring during 1980/81. For comparison, the 27 fatalities during 1980/81 were the fewest recorded since the introduction of provincially-enforced occupational health and safety legislation.

Inspection of construction projects included 1,561 inspections of 142 underground projects. A total of 554 orders were issued during the underground inspections.

Inspection and Fatality Data	1981/82	1980/81
Notifiable projects	10,801	11,170
Inspections (including underground)	64,512	72,352
Orders issued (including underground)	27,903	29,543
Fatalities	37	27
Non-fatal accidents reported	10,419	10,345
Inspections (underground)	1,561	1,761
Projects (underground)	142	144
Orders (underground)	554	595
Other calls (including underground)	5,097	3,578
Inspections where no orders left (including underground)	51,486	57,860
Convictions	320	184
Total Fines	\$158,875	\$89,276
Complaints investigated (including underground)	1,182	1,188
Accidents investigated (including underground)	1,091	820
Promotional calls (including underground)	1,103	899
Workers in the workforce	225,500	223,000
Consultations	1,100	900
Predevelopment review (plans review) (field visits)	180	192
Refusals to work investigated	7	10

* Walter Melinyshyn was director of the branch from June 15, 1981 to March 31, 1982. On April 5, 1982, D.M. Pizak, P. Eng. assumed the responsibility of director.

Underground Project Inspection Summary

April 1, 1981 to March 31, 1982

	Projects under Inspection	Completed during year	C/F to next year	Length of Tunnel feet		Projects under Compressed Air	No. of Inspections	No. of Directions	No. of Inspections with no Directions
				Less than 60' diam.	60' diam. and over				
Long tunnels	67	31	36	7,816	31,044	11	1,019	393	809
Short tunnels (under 50')	53	44	9	1,938	40	—	255	39	232
Jacked tunnels	17	11	6	2,676	1,874	—	276	121	201
Other underground Structures	5	5	—	—	—	—	11	1	10
Totals:	142	90	51	12,430	32,958	11	1,561	554	1,252

Projects Under Compressed Air

April 1, 1981 to March 31, 1982

No.	Location	Pressure		No. of Decompressions			Total	No. of Cases of Decompression Sickness
		Min.	Max.	Shift Workers	Supervisors	Etc.		
80/30	Toronto	3	14	1,634	1,356	2,990	—	—
80/32	Toronto	5	14	1,272	710	1,982	—	—
80/54	Thornhill	4	16	1,630	597	2,227	—	—
80/71	Toronto	5	13	1,131	706	1,837	—	—
80/81	Toronto	4	10	428	219	647	—	—
80/83	Toronto	1.5	13	232	258	490	—	—
80/133	Toronto	4	11	616	125	741	—	—
*81/27	Toronto	5	13	1,217	508	1,725	—	—
*81/54	Toronto	2	4	804	318	1,122	—	—
*81/76	Toronto	6	14	524	176	700	—	—
*81/90	Ottawa	9	12	157	126	283	—	—
Total				9,645	5,099	14,744		

*Projects still in progress in April 1982

There were no cases of bends reported for the year 1981/82.

Industrial Health and Safety Branch

**J. McNair, P. ENG.*
Director**

The Industrial Health and Safety Branch, operating under the Occupational Health and Safety Act, R.S.O. 1980, C. 321 and Revised Regulations of Ontario 692/80 for Industrial Establishments, is responsible for ensuring implementation of effective occupational health and safety programs designed to reduce the incidence of illness or injury caused by industrial activities and processes across the province.

The Act applies to an estimated 3¼ million workers in more than 100,000 industrial establishments/institutions in this province, including those employed in industry, logging, hospitals, schools, colleges, universities, police, fire, detention and correctional institutions, transportation and municipalities.

Officers of the branch inspect workplaces at various intervals and always in conjunction with a system supporting self regulation and involvement by labour and management. Employers and employees themselves have the primary responsibility for occupational health and safety programs in their workplaces and are encouraged to meet their individual responsibilities.

The branch conducts investigations into deaths, critical injuries, serious accidents and complaints about working conditions as well as into right to refuse work cases where workers refuse to work because they have reason to believe that their health or safety is endangered and they have been unable to resolve the issue with the employer and worker representatives.

The increasing use of toxic chemicals and agents in the workplace requires careful monitoring to establish controls of potential health and safety hazards. The branch arranges health surveys of establishments where these particular hazards may occur in co-operation with the Occupational Health Branch and, based upon the findings, takes appropriate action.

Professional engineers on staff with the branch review drawings of new industrial buildings or proposed alterations to existing structures and provide professional technical expertise to ensure compliance with the Act and Regulations.

On March 31, 1982, the Industrial Health and Safety Branch had a staff of 187, including one director, 170 field staff and 16 support staff.

(continued on page 22)

* On April 5, 1982, Jim McNair was appointed special consultant to the assistant deputy minister, and Walter Melinyshyn assumed the responsibility of director.

1981/82 Activities

During the year, officials of the Industrial Health and Safety Branch completed 48,859 inspections, an increase over the 1980/81 total of 47,801, or 2.25 per cent. A total of 71,285 orders was issued, an increase of about 70 per cent. The number of fatalities under the legislation administered by the branch decreased from 50 to 39. Of these, 34 occurred in industrial workplaces and 5 occurred at logging operations.

The total of non-fatal accidents decreased from 87,016 in 1980/81 to 81,507 in 1981/82. Of the total number of accidents, about 59.5 per cent occurred in unionized workplaces.

Inspection and Fatality Data

	1980/81	1981/82*
Non-fatal accidents reported	87,016	81,507
Fatalities – Occupational Health and Safety Act	38	34
– Logging	12	5
Inspections (includes logging)	47,801	48,859
Orders issued	41,854	71,285
Revenue	\$992,328	\$1,042,935
Personnel	200	187
Convictions	53	79
Fines	\$149,800	\$147,650
Refusals to work investigated	126	153
Accidents investigated	622	730
Stop work orders issued	1,109	1,361
Pre-development review (plans review)	3,672	3,132

Analysis of Non-Fatal Accident Reports

(figures in brackets refer to unionized industrial establishments)

Accident Group	Number of Industrial Establishments		Number of Employees		Number of Accidents Reported	
Nil	51,821	(6,300)	740,682	(362,813)	–	–
1 – 5	13,895	(3,071)	399,217	(174,764)	26,262	(7,082)
Over 5	3,233	(1,923)	534,440	(388,325)	55,245	(41,582)
Total	68,849	(11,294)	1,674,339	(925,902)	81,507	(48,664)

* Figures for 1981/82 include activities under the extended coverage provisions of the Act (excluding non-fatal accidents).

Mining Health and Safety Branch

P.B. McCrodan, P. ENG.
Director

1981/82 Activities

The Mining Health and Safety Branch encourages employers and workers in the mining industry to prevent accidents and health problems through co-operative identification and control of health and safety hazards in mining and mine-related workplaces in Ontario.

The branch's activities apply to 152 underground mines, 48 open-pit mines, 5,699 sand and gravel pits and quarries, 66 metallurgical and ore processing plants and 55 clay, shale and peat workings. These establishments employ approximately 56,091 people.

The branch administers the Occupational Health and Safety Act, R.S.O. 1980, C. 321 and Revised Regulations of Ontario 694/80, for Mines and Mining Plants.

The Mining Health and Safety Branch has a complement of 94, including nine mine rescue training officers. This complement of 94 engineers, inspectors, technicians, mine rescue training officers and clerical support staff covers four engineering disciplines – mining, electrical-mechanical, working environment and metallurgy.

The branch's programs promote safe work conditions, practices and measures to minimize health hazards in the mining environment. They are carried out within a complex framework of inspections, investigations and consultations.

Inspection Program

The inspection program is an ongoing program to audit compliance with the Occupational Health and Safety Act, R.S.O. 1980, C. 321 Revised Regulations 694/80, for Mines and Mining Plants.

All active workplaces in all operations are inspected for compliance. Types of operations inspected are:

Type of Operation as of March 31, 1982	Active Operations	No. of Employees
Mines	152	28,723
Open pits	48	2,370
Quarries	353	3,021
Metallurgical plants	30	10,313
Metallurgical labs	11	474
Clay and shale pits	35	84
Peat workings	20	236
Sand and gravel pits	5,346	10,355
Diamond drilling	19	113
Aggregate plants	25	402
Total	6,039	56,091

Many pits are worked only on an intermittent basis, and so would not be inspected regularly throughout the year. The objective is to visit each mine three times per year; sand and gravel pits are checked twice per year and inspected if they are found active; other operations are inspected two or three times per year.

No notice of surface inspections is given. Many underground inspections are prearranged with the agreement of the unions, so that their health and safety representative may accompany the inspector.

In 1981/82, 5,754 inspections were made.

Orders are issued when contraventions have been identified.

In 1981/82, 6,158 orders were issued.

All orders are followed up to ensure compliance; failures to follow an order are extremely rare.

Charges are laid for serious infractions, for repeated violations of the same type, or for failure of the company to take action as required. In 1981/82, there were five convictions and \$12,875 in fines.

Investigation Program

The Mining Health and Safety Branch carries out investigations of all fatal accidents, serious accidents, unusual occurrences, refusals to work and other occupational health and safety complaints from workers in the mining sector. Ministry staff may be reached 24 hours a day to investigate fatalities, serious accidents or refusals to work.

All fatalities are investigated and detailed reports of the investigations are published. During the fiscal year 1981/82, 12 fatalities were investigated.

The branch has developed a computer program to collect and analyse data on the types of non-fatal injuries reported, and/or the cause of serious accidents and unusual occurrences.

The branch investigates cases of refusals to work which have been reported to them by employers, workers or their representatives. There were 21 investigations into work refusals in 1981/82. The branch staff also investigates other complaints concerning unsafe or unhealthy conditions.

Abandoned Mines

Inspection of abandoned mines on private and Crown lands to ensure adequacy of protection against inadvertent falls into mine openings resulted in the covering of small openings with concrete and the fencing of large openings. Some \$2,950 was expended by the government on the contract work to install such protection. Liens were registered against the mine property if the owner was unable to pay the cost. The responsibility for the administration of section 176, Part IX of the Mining Act governing the protection of the public from abandoned mines, pits and quarries was transferred to the Ministry of Natural Resources by Order in Council of October 16, 1980.

Wire Rope Testing

By statute, all wire rope used in hoisting installations must be tested by the Government of Ontario Cable Testing Laboratory before use and at intervals during service. Each cable is tested for strength of material in its components, including a breaking test. The tensile machine has a capacity of up to 600,000 pounds tension. During 1981/82, the laboratory completed 1,101 tests.

Environmental Surveys

In 1981/82, 49 surveys and 395 inspection/audits were conducted. Two engineers and nine inspectors specializing in environmental health conduct surveys twice yearly at each mine. Measurements are made for dust, silica, oxygen, carbon monoxide, noise, diesel emissions, sulphur dioxide, heavy metals, etc. In addition to this, the ministry audits company data on workplace concentrations of toxic substances.

Education and Guidance

The Mining Health and Safety Branch provides, through formal and informal discussions, education and guidance on health and safety matters to employers and employees in the mining industry.

The branch prepares Information Sheets which serve as supplementary explanatory material on the regulations for use by both branch inspectors and the mining industry.

Predevelopment Review

The Mining Regulations of the Occupational Health and Safety Act specify that the Mining Health and Safety Branch director must receive notification of all new developments or construction, introduction of new process technology, use of new methods of construction or of equipment installation, major alterations of mining technique or technology or the making of major additions or alterations. Branch staff then reviews the plans to reduce the possibility of built-in occupational health and safety hazards. Employees receive notification of the new developments at the same time as the director.

Mine Rescue Program

This program trains specialists at each mine in the direction and control of special mine rescue procedures.

The director of the Mining Health and Safety Branch has overall responsibility for the mine rescue program in Ontario. The training officers maintain a number of stations and substations equipped with breathing apparatus and fire fighting equipment, as well as other emergency equipment and supplies, to respond immediately to any mine emergency. Mine rescue training officers train specialists at each mine in the direction and control of special mine rescue procedures.

The Mine Rescue Program aims to maintain a high level of preparedness for dealing with mine catastrophes through training of rescue teams and maintenance of rescue equipment.

This program is funded by assessment on the mining industry through the Workmen's Compensation Board.

Eight mine rescue training officers and a senior officer divide their time between training new miners in mine rescue techniques, holding refresher training courses to keep active mine rescue personnel prepared to handle rescue emergencies and fires, checking and maintaining mine rescue breathing apparatus in manned and unmanned rescue stations, and holding mine rescue competitions to allow trained rescue personnel to test their preparedness.

During 1981/82, 1,112 men participated in the mine rescue training program, and 51 seven-man teams competed in eight district mine rescue competitions. A number of fires were responded to, plus innumerable calls to be on the alert for emergencies or fire drills. The mine rescue program expanded into southern Ontario to cover six mines there.

Mining Health and Safety Data

Statistics from April 1, 1981 – March 31, 1982			
	1980/81	1981/82	
Number of workers	77,493	56,091	
in mines	57,116	45,736	
in sand and gravel pits	20,377	10,355	
Number of underground mines	126	152	
Number of surface mines	40	48	
Number of pits and quarries	5,461	5,699	
Number of metallurgical and ore processing plants	68	66	
Number of clay, shale and peat workings	50	55	
Number of inspections	5,736	5,754	
Number of orders issued	7,195	6,158	
Number of convictions	17	5	
Number of fines	8,150	12,875	
Number of accident investigations	91	100	
Number of complaints	4	118	
Predevelopment review	98	519	
Refusals to work investigated	26	21	
Stopwork orders	61	37	
Number of mine rescue stations	7	7	
Number of mine rescue substations	30	31	
number of miners under training in mine rescue	1,037	1,112	
Wire rope tests	1,049	1,101	
Number of fatalities	24	12	
Underground	15	7	
Surface	3	2	
Metallurgical	1	1	
Sand and gravel pits	4	—	
Quarries	1	2	

Special Studies and Services Branch

Maxwell Fitch, MD
Director

1981/82 Activities

This branch is concerned primarily with programs to prevent illness and injury. Its responsibilities are:

- to support the development of divisional regulatory strategies by:
 - a) acting as a resource to the division on the long-term health effects of exposure to various toxic or hazardous agents;
 - b) keeping abreast of world literature on the causes and prevention of occupationally-related diseases and injuries.
- to carry out short or long-term investigations of health problems associated with occupational exposure to hazardous agents;
- to evaluate the health of particular groups of workers, such as uranium miners and workers exposed to silica or asbestos;
- to conduct research related to problems of occupational exposure to hazardous agents and evaluation of the health status of exposed workers;
- to monitor the use of radioactive materials insofar as the province has jurisdiction;
- to conduct studies and research in the area of occupational safety, and act as consultant in matters relating to the safety of work procedures;
- to prepare plans for, and provide technical support in, emergencies relating to nuclear generating stations.

Activities and services to meet the branch objective are conducted by four separate but interrelated services: the Radiation Protection Service, Health Studies Service, Safety Studies Service and Radiation Protection Laboratory.

On March 31, 1982 the Special Studies and Services Branch had a complement of 74: Radiation Protection Service, 22, Radiation Protection Laboratory, 21, Health Studies Service, 19, Safety Studies Service, eight and Administration, four.

Radiation Protection Service

The service's responsibility is to protect the people of Ontario from unnecessary exposure to radiation in working and living environments as delineated in specific areas by the Occupational Health and Safety Act and by Reg. 855 (X-ray Safety, formerly Reg. 721) under the Public Health Act. The core of the Technical Advisory Group for a provincial response to accidents at nuclear generating stations is provided by personnel of the Special Studies and Services Branch.

Ongoing programs of the service during 1981/82 have been:

- safety inspection of x-ray installations in industry, education and veterinary practice (180 x-ray facilities inspected, 106 plans checked for adequacy of radiation shielding);
- safety inspection of commercial microwave ovens (824 ovens checked for radiation leakage);
- on behalf of the Ministry of Housing, measurements of radon daughter concentrations occurring in newly constructed houses in Elliot Lake and Bancroft for compliance with a standard in O/Reg 555/78 under the Building Code Act (560 new houses were checked; 179 houses rechecked);
- investigation and follow-up of 17 reported cases of radiation over-exposure, and monitoring of 93 instances of high personal dosimeter readings.
- safety inspection at 40 locations where some form of non-ionizing radiation was being used (radio frequencies, microwaves, ultra-violet light, laser devices);
- safety inspection of a limited number of radioisotopic installations on request;
- contingency planning against possible accidental release of radioactive materials from nuclear power plants;
- assembly of response to the request for information on non-ionizing radiation emitting devices;
- providing advice, information and assistance to industry, government agencies and the public on all aspects of radiation protection.

Work has continued in the development of new methods of measurement, evaluation of new instruments, construction of special instruments, maintenance and calibration of equipment and construction of new instrument calibration facilities with a view to more complete, reliable and faster evaluation of radiological hazards.

Investigation and assessment of new radiation hazards, particularly the various forms of non-ionizing radiation, has continued.

A mobile laboratory is being equipped for radiation emergency preparedness. A self-powered time-averaging monitor for radon and thoron daughter surveys in non-uranium mines has been laboratory tested and will be field tested (underground).

Radiation Protection Laboratory

This laboratory, with 21 scientists and technicians, provides a capability for the analysis of a wide range of radioactive substances and serves all provincial agencies charged with responsibility for programs associated with the surveillance of uranium mining, milling, and processing plants, nuclear reactors and other facilities which use radioactive isotopes.

The laboratory provides technical advice to provincial agencies and to industry on establishing or improving their analytical capability, interpreting results and designing surveillance programs. Methodology development and improvement is a continuous process.

During the year a total of 25,364 measurements were carried out for these various programs. There was a 16.3 per cent increase in the number of measurements over the previous year. The main reason for this increase is the additional automated equipment which was brought into full service during the course of the year.

A breakdown of the measurements carried out on the various types of samples is shown in the following table:

Type of Samples Analysed During 1981/82

Type of Sample	No. of Measurements
1. Water	13,719
2. Air filters	6,600
3. Urines	2,305
4. Milk	509
5. Swipe	636
6. Blood	153
7. Tissue	345
8. Radon daughter counting equipment	123
9. Dustfall	528
10. Filter cartridges	12
11. Soil and sediment	119
12. Hair	31
13. Air	63
14. Fish	110
15. Miscellaneous	111
Total	25,364

During the year a number of new pieces of equipment were installed and effort was devoted to the development of radiochemistry methodology and particularly to improvements for the determination of lead-210 in water, tritium in vegetation, and for uranium in urines by track-etch procedures.

Additional sampling equipment was installed around various nuclear generating sites in the province to enhance the ability to respond to radiation contingencies.

The International Joint Commission Great Lakes surveillance program, which is carried out in co-operation with the Ministry of the Environment, is ongoing, and a total of 870 measurements for a wide variety of radioisotopes were carried out for this program.

The laboratory participated on a regular basis in the United States Environmental Protection Agency's inter-laboratory measurements program, and has also started to take part in the International Atomic Energy Agency, Vienna, program.

Health Studies Service

This service provides information and consultation on the possible long-term health effects of various agents associated with industrial processes, and makes recommendations for exposure levels in industry.

The service co-operates with other branches as well as with the Workmen's Compensation Board, the Ministry of the Environment, the Atomic Energy Control Board and other groups concerned with the health of workers and the effects of industrial pollution on the general community.

Major activities have included studies of workers in asbestos product manufacturing, with the planning and preparation of epidemiological reports on asbestos and cancer in specific groups, continuing surveillance of workers exposed to vinyl chloride and certain nickel compounds. A system for the assessment of mortality in Ontario by area with the capability for historical perspective has been developed. Work on methods to improve the completeness and accuracy of our records relating to mortality in occupational groups is underway.

Support for other ministries, particularly the Ministry of the Environment, has included evaluation of health effects of contaminants including certain heavy metals and various organic chemicals. A study of fluoride content of

Alan D. Heath
Director

urine of selected populations in the vicinity of brick plants has been completed.

The service has a complement of seven medical consultants, a statistician and support staff.

Safety Studies Service

This service undertakes multidisciplinary research of factors which contribute to occupational accidents and diseases. Its staff includes six professionals representing engineering, ergonomics, applied physiology, psychology and statistical testing. This multidisciplinary approach allows insight into the short and long-term effects of various actions, procedures, equipment and environmental factors in the workplace. Staff act in a consultative capacity for the line branches by preparing technical reports following requests for site visits and by giving seminars on safety-related topics. Research objectives are formulated to provide useful information on applied problems to reduce occupational injuries and diseases within the province. The objectives are achieved through the combined use of existing information and self-initiated data collected. The information obtained is disseminated through the consultative role of the service, seminars and in published format.

Some areas of study activity include commercial diving, manual materials handling, tenosynovitis, shiftwork, heat stress, female capacity for physical work, degenerative disease of the lumbar spine, fall protection, physically disabled individuals and the ergonomic considerations of visual display terminals.

Particular activities of the service include:

- investigation of the design of work stations suitable for people of different physical attributes, including the physically handicapped as well as those who are fit.
- attention to the development of regulations for *commercial diving*.

Reports have been completed on:

- i) Female Capacity for Physical Work
- ii) Intellectual Skills and Personality Traits (a review of research on perceived sex differences)
- iii) Ergonomic Aspects of Working While Pregnant
- iv) Work Practices to Reduce Heat Strain
- v) Criteria for Determining the Safety of Manual Materials Handling Tasks

A draft criteria document on exposure to heat stress was prepared.

The responsibilities of this branch are to assemble and analyse data on workplace hazards, to co-ordinate the development of programs to control the exposure of workers to hazards in the workplace and to co-ordinate the development and evaluation of Occupational Health and Safety Division policies and programs on behalf of the assistant deputy minister.

On March 31, 1982, the branch had a staff of 68.

1981/82 Activities

- prepared analyses of public comments received on the proposed regulations for lead, mercury, vinyl chloride, coke oven emissions, asbestos, isocyanates, noise and silica that were gazetted during 1980.
- revised the proposed regulations based on the analyses of the public comments.
- convened seven public meetings during 1981 to present the analyses of comments and the revised regulations to interested parties.
- reviewed comments received on the revised regulations.
- completed regulations and final reports for submission to the minister on lead, mercury and vinyl chloride, and met with the Advisory Council on Occupational Health and Occupational Safety to discuss the development of the regulations as outlined in the final reports.
- completed regulation and final report on coke oven emissions for submission to the minister and Advisory Council on Occupational Health and Occupational Safety.
- published the *Regulation respecting Lead – made under the Occupational Health and Safety Act* in August 1981.
- published the *Regulation respecting Mercury – made under the Occupational Health and Safety Act* in March 1982.
- developed materials for the drafting of a regulation on the use of asbestos in the construction industry.
- reviewed draft reports by consultants on three chlorinated hydrocarbons (trichloroethylene, tetrachloroethylene and 1, 1, 1-trichloroethane), hazardous biological agents and ethylene oxide.
- received and reviewed final reports prepared by consultants on styrene, cadmium, diesel exhaust emissions, and roll-over and falling object protective structures for off-highway vehicles.
- received and reviewed guidelines for notifying the intention to manufacture, distribute or supply new chemical agents or combination of agents (notification required under section 21). Reviewed a draft report on the notification procedures and testing requirements in other jurisdictions.
- assembled information for the development of control strategies and prepared papers on formaldehyde, hexavalent chromium, acrylonitrile, cadmium and labelling of toxic substances.
- assembled background information and prepared project specifications for studies by consultants on the hazards of nickel, coal tar pitch volatiles, beryllium, ethylene oxide, anaesthetic waste gases, chlorine, four ketone solvents, toluene and xylene.
- assembled information on the health effects and the use in Ontario of epoxy resins, epichlorohydrin, trimellitic anhydride, fire retardants, five chlorinated hydrocarbons (carbon tetrachloride, methyl chloride, methylene chloride, chloroform and ethylene dichloride), oxides of nitrogen and radio frequency heaters and sealers.
- studied the practices used by other jurisdictions for assessing the economic impact of regulatory initiatives.
- extracted and analysed statistical data on the number of workplaces using formaldehyde, chromium, hydrocarbon derivatives, ketone function compounds, amines, arsenic, chlorine, nickel, toluene, trichloroethane, trichloroethylene, xylene, epoxy resins and ethylene oxide.
- prepared material on the administration of regulations for designated substances.
- published and distributed a booklet listing toxic substances entitled *Exposure Criteria for Potentially Harmful Agents and Substances in Workplaces* in November 1981, and analysed briefs received from interested parties on the booklet.
- produced and distributed to the inspectorate of the Occupational Health and Safety Division, data sheets on trichloroethylene, beryllium, cadmium, styrene and ethylene oxide.
- prepared data sheets on xylene, toluene, vinyl chloride, acetone, arsine, phosgene, lead chromate and chlorine.
- started the assembly and preparation of data sheets for 1, 1, 1-trichloroethane, tetramethyl lead and tetraethyl lead, carbon monoxide, elemental lead, lead arsenate, benzene, diphenylmethane diisocyanate, toluene diisocyanate, acrylonitrile, ammonia, epichlorohydrin and asbestos.
- initiated the design and development of process flow sheets for processes in which the designated substances are used.
- assembled information on the occupational health in dental offices.
- responded to inquiries concerning the adoption of the USA Environmental Protection Agency publication *The Toxic Substances Control Act Chemical Substances Inventory* and its cumulative supplement.
- co-ordinated the delivery of a seminar on the *Regulation respecting Lead – made under the Occupational Health and Safety Act* delivered to staff of the ministry.
- consulted with firefighters and fire chiefs regarding development of regulations for protective equipment of firefighters, and distributed draft Ontario Code for Head Protection of Firefighters.
- consulted with representatives of the educational sector regarding application of the Act to teachers and academic staff of universities and prepared draft regulation extending coverage of the Act to teachers, and distributed same for comment.
- prepared synopsis of orders and suggestions made by Occupational Health and Safety officers to school boards with respect to compliance with the Act.

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- prepared an analysis of 1979 WCB injury and compensation data for teaching and non-teaching staff employed by school boards for use in consultation with educational sector representatives in developing regulations for the educational sector.
 - consulted with representatives of the agricultural sector regarding application of the Act to farming operations, and compiled working papers for a profile on the agricultural sector in Ontario including an analysis of economic, employment, injury and fatality data.
 - arranged for a police officer to be seconded to serve as Executive Officer to Ontario Police Health and Safety Committee.
 - held meetings with officials of the major safety associations to discuss their current data systems.
 - co-ordinated and prepared the ministry responses to the memoranda from the Advisory Council on Occupational Health and Occupational Safety.
 - co-ordinated and prepared the Management by Results (MBR) and budget submissions for the division and assisted line branches in initial work required for the ministry-wide MBR improvement.
 - co-ordinated division-wide information for written responses to questions arising from 1981/82 Estimates Debates.
 - developed and presented training sessions for the Construction Health and Safety Branch inspectorate on refusals to work, interviewing witnesses for accident investigations, the internal responsibility system, report writing, metrication and stress.
 - trained new Industrial Health and Safety Branch and Construction Health and Safety Branch inspectors.
 - co-ordinated the development of a manual for the Industrial Health and Safety Branch managers.
 - completed program revisions of the Industrial Health and Safety Branch and Construction Health and Safety Branch Operation Manuals, and assisted the line branches in instituting program changes.
 - provided a video tape/film loan service for division staff and clients as well as printed material in response to inquiries.
 - co-ordinated and staffed information displays and booths at conventions, conferences and public exhibitions.
 - provided liaison and consultation with Ontario ministries relating to education/training and matters pertaining to the Occupational Health and Safety Act.
 - continued to document information on fatalities, serious accidents and refusal to work situations based on data received from field personnel.
 - discussed the provisions of the Occupational Health and Safety Act with industry associations and senior management/joint health and safety committee members of client organizations.
 - continued to actively participate in the Small Firms Committee looking into the occupational health and safety needs of small business.
 - participated in the Tri-ministerial Advisory Committee on Occupational Health and Safety. The advisory committee co-ordinates educational programs within the CAAT system and functions as an advisory body to the Ontario Council of Regents.
 - participated in the Customer Services Committee of the Ministry of Labour.
 - continued to provide support to the line branches by maintaining the editing, coding and filing systems of inspection reports and lost-time injury reports (Form 7) from the Workmen's Compensation Board.
 - continued to operate the occupational health and safety information line. Questions were directed to appropriate officials throughout the ministry, since of the 2,778 calls received, only 42 per cent related to occupational health and safety.
 - continued to provide administrative support in the allocation of Provincial Lottery funds for manpower training and development and applied research projects.
 - made public presentations to various groups on the Occupational Health and Safety Act, as requested.

Program Analysis and Implementation

N. Ignatieff
Assistant Deputy Minister

The Assistant Deputy Minister of Program Analysis and Implementation monitors existing programs and policies to determine their effectiveness, and assists in the development of new legislation, policies and programs to achieve ministry objectives. This includes responsibility for the ministry secretariat which co-ordinates the preparation of policy submissions, ministerial correspondence and liaison with other ministries.

The assistant deputy minister is also responsible for the activities of the Research Branch, the Handicapped Employment Program, the Employment Standards Branch and the Office of the Co-ordinator of French Language Services.

The office of the assistant deputy minister, including the secretariat, has a staff of six.

Research Branch

Dr. F. Whittingham
Director

The Research Branch undertakes analytical and evaluation work in support of reviews of the ministry's programs and legislation. It also provides a wide range of services to other government agencies, to the business and labour communities and to members of the general public. On March 31, 1982, the branch had a staff of 64.

The branch is organized into four sections:

- Working Conditions
- Labour Relations and Collective Bargaining
- Statistical Unit
- Ministry Library

(continued on page 32)

1981/82 Activities

Working Conditions

The Working Conditions section carries out research and provides program and policy reviews in the areas of employment standards, women's programs and working conditions generally. A work injury data service is also maintained to meet the needs of the occupational health and safety programs.

A survey was developed in the 1981/82 fiscal year to obtain insight into the labour market experiences of workers who lost their jobs as a result of plant closures. It is planned that questionnaires be mailed to almost 3,000 persons.

Two case studies on the employment impact of micro-electronics were completed in support of the government's Task Force on Microelectronics. One of these focused on the automotive assembly industry and the second on public administration. Both were tabled in the Legislature in November 1981 as background documents to the Task Force Report.

As part of the continuing examination of male-female wage differentials, Professor Morley Gunderson of the University of Toronto was commissioned to do a comprehensive study on the topic. The paper examined changes in the differential in Ontario and analysed the factors contributing to the wage gap.

Concerning employment standards legislation, the section participated in such activities as the development of the severance pay provisions which became law in July 1981 and an examination of coverage of residential care workers under the Employment Standards Act. Extensive work also went into reviewing the Employment Agencies Act and into research for and drafting of the White Paper on the Workers' Compensation Act.

The section undertook monitoring of pension issues and other developments of interest to the ministry. The Race Relations Division of the Ontario Human Rights Commission was given assistance in developing and carrying out studies related to visible minorities.

Responses were prepared on a number of conventions, recommendations and questionnaires of the International Labour Organization. In some instances, it was necessary to co-ordinate input from various provincial ministries and agencies. The unit continued to monitor and review legislative developments involving labour standards in other jurisdictions and to respond to a variety of requests for information received from government agencies and the public.

Fair Wage and Industrial Standards

The branch provides support for the ministry's Fair Wage and Industrial Standards programs by compiling and analysing information for establishing the wage rates and the working conditions contained in the schedules which are revised annually. The branch undertakes surveys of wages and working conditions in the industries subject to the Fair Wage program. These include construction, janitorial services and security guard services.

During fiscal 1981/82, a survey of wages and working conditions in the residential construction industry was completed by the branch's Statistical Unit.

Labour Relations and Collective Bargaining

This section is responsible for research and information activities in the area of labour relations and collective bargaining, including operation of the Collective Agreements Library.

During the year, this section continued to supply the Ontario Labour Relations Board and the Ontario Conciliation and Mediation Services with information on their case activities and with the statistical analyses necessary for them to control and evaluate their operations. The data are compiled monthly, quarterly and annually and provide information on the volume of cases being processed, received and disposed of, backlogs and the time taken to process cases from filing to disposition.

The section monitors an average of 300 board cases and 350 Conciliation and Mediation Branch cases per month to collect information on a wide range of aspects of the cases.

The Labour Relations and Collective Bargaining section, in conjunction with Labour Canada, prepares a monthly report on collective bargaining settlements which summarizes the changes in wages and benefit provisions negotiated in the province in collective agreements concerning 200 or more workers. This jointly prepared report is for the use of management and union negotiators and the ministry's conciliation and mediation officers.

In addition to the monthly summaries, the section prepares a quarterly report on wage developments derived from the monthly summaries. The report shows negotiated changes in base wages in both cents-per-hour and percentage terms on an average annual and contract year basis. Separate tabulations are provided for agreements without cost-of-living clauses and for those with such clauses. The data for settlements with cost-of-living

clauses do not include additional increases that might be generated by the operation of the clause during the term of the agreement.

The section carried out continuous analysis of the most commonly negotiated provisions in agreements covering 200 or more employees, with the exception of construction industry agreements, and also in all agreements in the public sector, regardless of the number of employees covered, except teachers' agreements. The analyses are used in many areas of the branch's research activities by the ministry's conciliation and mediation officers and by management and union negotiators involved in the bargaining process.

Collective Agreements Library

The library maintains a file of collective bargaining agreements, arbitration awards and related health, insurance and pension plans covering Ontario employees. The primary purpose of the library is to bring together, in a central location, all collective agreements and related documents covering Ontario employees, regardless of legislative jurisdiction; to keep the file current; and to make it available for collective bargaining and research and for administrative purposes by branches of the Ministry of Labour and other ministries. At the end of the fiscal year, the library contained more than 8,200 collective agreements and 3,700 separate health insurance and pension factors covering more than 1,364,000 Ontario employees in industries under federal or provincial jurisdiction.

During the fiscal year, the library staff helped approximately 5,050 visitors representing management, labour unions, industrial relations consultants, law firms, government agencies and the general public to obtain information from the documents on file. Agreements and other materials were used on 15,700 occasions by these visitors. In addition, the staff answered more than 4,500 telephone requests for information which involved searches of 6,010 agreements for data on wage rates, fringe benefits and working conditions.

The Collective Agreement Library's staff consists of a supervisor and four clerks.

Regular publications of the Labour Relations and Collective Bargaining Section include:

Collective Bargaining Settlements and Negotiations in Ontario (monthly)

Wage Developments in Collective Bargaining Settlements in Ontario (quarterly)

Collective Agreements Expirations (annually)

Hours, Wages and Related Payments in the Ontario Construction Industry

Ministry Library

The ministry library contains over 70,000 books and reports and subscribes to 1,500 journals. These materials cover all major labour issues, especially those pertaining to the Ministry of Labour's programs. The library serves ministry personnel, and the general public may use the facilities for research purposes.

The library has a staff of 17, of whom six are professional librarians. Each of the reference librarians specializes in one of the following fields: industrial relations, manpower and employment, occupational health and safety, human rights, women's issues and handicapped.

The library answered over 5,800 reference inquiries from both ministry and non-ministry personnel and carried out 375 specialized on-line computer searches for ministry staff. It indexed 8,100 periodical articles and filled 18,100 requests for articles from the library bulletins. Over 13,500 items were borrowed and the library filled 1,500 inter-library loan requests.

1981/82 Publications/Ministry Library

Library Bulletin:

Occupational Health and Safety (monthly)

Library Bulletin:

Labour Relations, Employment and Human Rights (monthly)

Occupational Health and Safety Topics (irregular)

Labour Topics (irregular)

Employment Standards Branch

John Scott
Director

1981/82 Activities

The Employment Standards Branch provides protection for approximately three and one-quarter million Ontarians in the area of minimum wages and basic working conditions.

The Employment Standards Branch is responsible for the administration and enforcement of:

- the Employment Standards Act
- the Industrial Standards Act
- the Fair Wage Schedules on Government Contracts, and the Employment Agencies Act

The branch consists of field investigative regions, the director's office and sections for administrative services, head office enquiries, employment agencies, legislative interpretation, program development and management information, for a total staff of 141.

Employment Standards Act

The primary aim of the Employment Standards Act is to prevent exploitation of unorganized employees by ensuring that they are protected with respect to minimum wages and working conditions.

The branch resolves claims made by employees and also conducts investigations of selected employer groups across the province.

Employers are encouraged to comply with the legislation on a voluntary basis through public speaking engagements and special seminars conducted on employers' premises, advertising and distribution of literature.

During 1981/82, public appearances by the branch totalled 178, of which 20 were with the participation of the branch's equal pay staff. These public appearances included 21 seminars arranged in conjunction with community colleges for business personnel. In total, these appearances were attended by 1,725 employers, 2,159 employees, 1,424 students and 276 others.

Intake and Inquiry

During 1981/82, the branch registered 15,629 new claim files for investigation, involving 17,852 signed complaints from claimants. Some of these claims were taken in the course of the 27,559 personal interviews conducted on ministry premises; others were received by mail.

In addition, the Head Office Telephone Enquiries unit and the regional office staff endeavoured to provide efficient, courteous and helpful responses to 565,553 telephone requests for information. Four thousand, six hundred and sixty-one written responses were sent in reply to general inquiry letters.

Investigations

During 1981/82, the branch conducted 14,754 investigations under the Employment Standards Act. Collections were made on behalf of 20,795 employees for a total of \$5,331,472.

A comparative breakdown of these and other statistics may be found at the end of this report.

Employment Standards – Referees

The Employment Standards Act provides for a review of an order made by an employment standards officer against an employer. The appeal is heard by a referee selected from a panel of referees appointed by the minister.

This year, 294 applications for review of an order were received. Hearing results for 202 cases were obtained from referees; in these cases, the officers' orders were overturned in 23 reviews, varied in 36 and confirmed in 143. (See Table of Appeals).

A referee may also be appointed by the director to hold a hearing into situations where the director is of the opinion that an act, agreement or arrangement has been made to defeat the purpose of the Employment Standards Act.

Agricultural Industry Advisory Committee

This committee advised the Minister of Labour on matters relating to the application of employment standards legislation to agricultural workers and the development and modification of employment standards appropriate to the agricultural industry and its different sectors. The committee is composed of representatives from both farm owners and farm workers.

Industrial Standards Act

The Industrial Standards Act provides a means whereby employees and employers may jointly request a schedule of working conditions for their particular industry. It is now being utilized by the garment and fur industries. When the schedule has been prepared and accepted by both groups and has been approved by the ministry, the schedule becomes the standard for that industry or trade in a designated zone.

The schedules made under the Industrial Standards Act are generally administered by an advisory committee consisting of representatives from labour and management. All matters are subject to the approval of the director of the Employment Standards Branch. During 1981/82, one schedule was amended, while two others were in the process of being amended.

Advisory Committees Industrial Standards Act

Advisory committees are appointed under the Act to hear complaints of employers and employees and generally to assist in carrying out the purpose of the legislation.

There are presently four advisory committees, all in the garment industry and all with province-wide schedules.

They apply to the Fur, Ladies' Cloak and Suit, Ladies' Dress and Sportswear and Men's and Boys' Clothing industries.

These four industries manufacture products that are competitive province-wide, and because of this, the advisory committees are authorized to assess employers and employees in order to provide funds for administering and enforcing their schedules across the entire province. Each committee provides its members with financial statements and a general report on committee activities on an annual basis.

Fair Wage Schedule on Government Contracts

The Fair Wage Schedule on Government Contracts ensures fair labour rates for employees working on government projects in the construction, building-cleaning and security industries, and protects contractors from unfair competition based on labour costs when bidding on government contracts. Before tenders are invited for specific projects, a government ministry must obtain guidelines from the Employment Standards Branch on the minimum wage rates for each job classification and the maximum hours of work.

During 1981/82, fair wage provisions were included in 442 contracts which had an estimated value of about \$295,500,000.

Employment Agencies Act

The purpose of the Employment Agencies Act is to provide for the licensing and regulation of employment agencies in Ontario. 'Employment Agency' is defined, in part, under the Act, as the business of procuring for a fee, reward, or other remuneration, persons for employment or employment for persons.

Class A employment agencies are prohibited from charging a fee for any service rendered to any person procured for employment. In classes B, C and D, the persons for whom work is found may be charged a fee not greater than the limitations in regulations under the Act.

During 1981/82, the branch was involved in a review of the operating practices of employment agencies with respect to allegations that discrimination was being practised by some agencies. The ongoing review, which has involved considerable consultation with industry representatives, is examining means to effectively prohibit such practices, and, in addition, is dealing with a number of housekeeping issues.

Assessments Collected*

	Amount Collected		No. of Collections by Individual Standard		Employees Benefited Financially by Individual Standard	
	\$	\$	1980/81	1981/82	1980/81	1981/82
Minimum Wage	83,453	118,258	340	505	615	865
Overtime	1,288,138	847, 894	1,036	1,108	5,806	4,132
Public Holidays	422,930	317,291	715	680	4,066	2,895
Vacation Pay	1,063,004	1,057,825	7,402	7,215	17,074	13,624
Equal Pay for Equal Work	216,648	331,561	41	66	386	749
Benefits	467	8,561	3	27	3	91
Pregnancy Leave	7,182	25,576	9	15	10	15
Termination Pay	1,859,883	974,159	2,127	1,992	3,132	2,274
Severance Pay	N/A	28,804	N/A	2	N/A	17
Collection of Wages	1,134,863	1,618,651	4,377	4,356	6,162	6,997
Fair Wage on Gov't. Contracts	78	2,668	2	5	2	26
Industrial Standards	135	224	1	1	2	1
Total	6,076,781	5,331,472	16,053	15,972	37,258	31,686
			No. of Collections		Employees Receiving Financial Benefits	
			1980/81	1981/82	1980/81	1981/82
			9,820	9,691	24,986	20,795

*Does not include monies collected as a result of court actions (less than 1%)

Court Action

	1980/81	1981/82
Cases Prosecuted	11	11
Results		
Cases Dismissed	1	1
Cases Withdrawn	5	2
Cases with Conviction	4	7
Cases Settled before Trial	1	1

Appeals

	1980/81	1981/82
Appeals Received	251	294
Results		
Order Confirmed	89	143
Employer Upheld	17	23
Order Varied	19	36
Appeal Withdrawn	28	67
Total	153	269

Permits

	1980/81	1981/82
Overtime Permits	492	504
100 Hour	229	211
Special	263	293
Handicap Work Permits	115	72
Individual	57	47
Group	58	25
Homeworker Permits	258	165

Fair Wage Schedule

	Number		Value (\$)	
	1980/81	1981/82	1980/81	1981/82
Schedules included in contracts let by Provincial Ministries				
Construction	874	774	405,751,506	287,243,799
Building cleaning and security	191	168	7,063,460	8,211,272
Total	1,065	942	412,814,966	295,455,071
<i>Schedules Updated</i>	91	83		

Employment Agency Licences

Class	Initial		Renewal		Total	
	1980/81	1981/82	1980/81	1981/82	1980/81	1981/82
A	183	56	571	724	754	780
B	10	6	5	10	15	16
C	1	0	1	1	2	1
D	9	2	15	21	24	23
Total	203	64	592	756	795	820
Revenue					92,925*	184,200

*Revised

Handicapped Employment Program

Barbara Earle
Manager

The Handicapped Employment Program (HEP) was established in September 1978 to maximize employment opportunities for physically handicapped citizens in the private sector. The program accomplishes this objective through the provision of:

Employer Consulting Services

The program advises employers developing programs to increase employment and retention of disabled persons. It:

- contacts employers and responds to employer requests for advice;
- sponsors local conferences;
- provides information packages and technical advice;
- arranges awareness seminars;
- links employers to local agency and professional services;
- facilitates union/management co-operation in joint problem solving.

Examples of the steps taken to date by employers to introduce model practices include:

- holding awareness training sessions for recruiters, managers and co-workers;
- establishing outreach recruitment systems;
- developing retention, retraining and re-employment programs;
- improving hiring and supervisory practices;
- reviewing practices with respect to pre-employment medical examinations and the keeping of medical records;
- studying insurance, pensions and benefits implications of increased employment of disabled persons;
- developing physical demands analyses of jobs;
- increasing physical accessibility of facilities;
- reviewing health and safety practices for disabled workers;
- exploring applications of new technologies, job redesign, aids and adaptations to increase employment opportunities and productivity of disabled workers.

Local Projects

Success in matching disabled job seekers to available employment opportunities requires a detailed knowledge of local job opportunities as well as an inventory of the variously disabled persons seeking employment. Local co-ordination of transportation, aids provisions, referral to employment, professional services to employers, etc. are

also required for success. Therefore, one of the major initiatives of HEP has been to develop models for local action aimed at co-ordinating employment-related resources already existing in communities.

Information Centre/Information Services

In order to stimulate and support such initiatives as employer action and local project activity, HEP provides, through its information centre, a variety of information packages, resource materials and links to local sources of expertise. Staff assist with awareness sessions for employers, disabled persons, agencies, educators, the public, etc. The information centre is also an important resource for the program's developing professional outreach initiative, and for its support to the educational initiatives of organized labour.

Professional Outreach

HEP has recognized the key role played by health professionals and paraprofessionals in facilitating disabled employment, and has developed a professional outreach initiative to enhance co-ordination with, and information flow to, professional organizations. This initiative focuses on:

- developing professional awareness of disabled employment issues;
- increasing linkages between professionals and local service networks;
- engaging in co-operative planning and mounting joint projects with professionals to assist employers in increasing employment and retention of disabled persons;
- undertaking research projects related to the role of professionals in the employment of disabled persons.

Research, Policy Development, Interministerial Co-ordination

HEP also undertakes research projects focusing on specific barriers to employment and means of increasing employment opportunities.

The program participates in a number of interministerial co-ordination initiatives/study groups. HEP prepares and reviews policy proposals and advises the Minister of Labour on matters affecting employment opportunities for disabled persons.

1981/82 Activities

Internal Program

HEP manages an ongoing internal program of equal opportunity for the physically handicapped within the Ministry of Labour. HEP provides support to the Civil Service Commission in the development of a government-wide program of equal opportunity.

The Handicapped Employment Program had a complement of eight during 1980/81, including one manager, five handicapped employment consultants, one information clerk and one receptionist secretary. Several additional contract staff were hired to assist the program to meet the extra workload demands of the International Year of Disabled Persons.

Hamilton Project

During the fiscal year 1981/82, the Hamilton Affirmative Action Project for the Physically Disabled entered its third and final year. The project is a joint initiative of the Ontario Ministry of Labour and the Ontario March of Dimes. It began in August 1979 and runs to August 1982. Its purpose is to develop and test a model approach for co-ordinating community resources to support local employers in their efforts to increase employment and retention of disabled people. Following project completion, HEP will continue to be active in Hamilton, as in other parts of the province, and will further develop its ongoing services to communities based on the Hamilton project experience.

During the first two years of the project, several local structures emerged, including an advisory board, a project co-ordinating committee, an employer consulting team (to provide advice and co-ordinate professional/technical support to employers developing programs) and a unified placement service (to inform local placement agencies of job vacancies). Since the fall of 1981, the project advisory board and project participants have been planning the establishment of a Community Council on Employment of the Disabled.

Project activities during 1981/82 included:

- Conferences and workshops for 75 employers, with individual follow-up meetings with employers, arranged by the employer consulting service. Seminars included a management skills workshop on physical demands analyses of jobs, and on barrier free design.
- A seminar on physical demands analysis was provided for local agency and consumer representatives.
- Plans for an employment and self-help workshop to be held in the summer of 1982 for Hamilton disabled job seekers.

A report on the progress of the Hamilton project is available from the program.

Toronto Activity

Since March 1981, 59 large Toronto employers have undertaken to develop positive employment programs, using HEP services for assistance. The program has provided support to the Personnel Association of Toronto in holding several awareness seminars for their members.

HEP staff have followed up with 91 employers who attended the Ontario Welfare Council's conference on employment and the disabled in September 1981, to assist

them in undertaking initiatives to increase disabled employment. HEP was a member of the planning committee and provided a workshop for the conference 'Removing the Barriers' organized by the Canadian Rehabilitation Conference for the Disabled held in Toronto in March 1982.

Municipal Programs

HEP has provided information and consulting services to 11 municipalities and boroughs in support of their initiatives (Windsor, City of Toronto, Metro Toronto, London, North York, Prescott, Kitchener, Etobicoke, Kapuskasing, Durham and Hamilton).

Province-wide Information Services and Consulting Services

HEP has:

- responded to approximately 1,700 other employers from Toronto and across the province seeking information and assistance in developing efforts to increase employment and retention of disabled persons;
- granted funds to the Ontario Federation of Labour to produce a brochure on disability for union locals;
- provided support to eight regional planning committees developing local initiatives to increase disabled employment;
- provided information support to 36 conferences, seminars and regional awareness days held by voluntary agencies, consumer groups, educators, municipalities, trade unionists and professionals;
- distributed approximately 20,000 information kits and 12,000 posters;
- expanded the collection of materials held in the information centre in order to serve more adequately employers, disabled persons, organized labour, agencies, professionals, educators and the public.

Professional Outreach

Services have been tailored to the needs of individual professional associations undertaking initiatives to support increased employment and job retention of disabled persons (Ontario Medical Association, Ontario Society of Occupational Therapists, Ontario Physiotherapy Association, etc.). The program is presently working with eight associations.

Joint association/HEP objectives include sensitization in assessment situations, support of consumers' need for independence, exploration of professional roles and responsibilities, etc.

In November 1981, HEP and the Ontario Society of Occupational Therapists and the Ontario Physiotherapy Association jointly sponsored a conference entitled 'Shared Perspectives' - 75 professionals were in attendance.

A seminar for physicians was jointly sponsored by the OMA and HEP in February 1982, and 50 physicians attended. It was designed to involve physicians in local education/awareness efforts for fellow MDs, concerning their role and responsibility in the enhancement of employment opportunities.

On March 12, 1982, a seminar, attended by 80 professionals, on 'The Acute Care Setting - Its Role in Rehabilitation' was jointly sponsored by HEP and Sunnybrook Medical Centre.

In addition to these major events, other programs included conference presentations, the establishment of an ongoing occupational therapist/physiotherapist interest group growing out of the 'Shared Perspectives' conference, presentations to professional educational facilities and to rehabilitation and hospital settings.

Developmental work has begun on a study, with a steering group composed of the Handicapped Employment Program, the Ontario Human Rights Commission, the Workmen's Compensation Board and the Occupational Health and Safety Division, to be undertaken on the subject of functional capacities assessment techniques used by health professionals to establish fitness for work, job matching and retention.

Staff distributed information concerning health professional services in information kits for employers, job seekers, educators and professionals.

Research, Policy Development, Interministerial Co-ordination

HEP undertook the following research projects to examine barriers to employment/means of increasing employment opportunities:

- development of an approach for analysing the physical demands of work and incorporating such assessments into regular job descriptions;
- preliminary investigation of current techniques for assessing the capacity/fitness of an individual to work, and production of a discussion paper on functional capacities assessment, as a basis for a major study of techniques, to be undertaken in 1982/83.

French Language Services

Stephane Grenon
Co-ordinator

HEP also participated in a number of interministerial task forces and committees with relevance to disabled employment.

Ministry of Labour Internal Program

A program to increase employment of disabled persons within the Ministry of Labour.

New initiatives include:

1. Incorporation of physical demands analyses in 20 ministry entry level positions.
2. Awareness workshops, information and follow-up provided to government personnel staff in the Ministry of Labour and other ministries.
3. Development of information materials re developmentally, perceptually and emotionally handicapped.

Public Service

HEP provides employment-related information, advice and referral services to individuals contacting the program. HEP performs an outreach recruitment function to increase employment of disabled persons within the ministry. *Informally*, HEP also undertakes placement activity, where possible, to private sector jobs or opportunities in other ministries, to fill a demonstrated need for service by disabled job seekers not served by vocational and rehabilitation services, Workmen's Compensation Board, Canada Employment and Immigration Commission or voluntary agencies. Where possible, HEP refers job seekers to these agencies for assistance.

During 1981/82, approximately 1,000 resume and job search guidelines and consumer information kits were distributed to disabled job seekers.

Results of placement activity:

- Approximately 200 resumes on file.
- Approximately 250 handicapped job seekers interviewed.
- By referral, 101 persons gained employment in the private sector and eight were hired by other ministries.
- Three handicapped persons were hired within the ministry.

Experience Program

HEP developed an Experience '81 Program which employed 26 students (14 disabled) in 23 employment-related projects across the province.

Since September 1981, the Co-ordinator of French Language Services has been a full-time position reporting to the Assistant Deputy Minister, Program Analysis and Implementation, with duties divided between the Ministry of Labour and the Workmen's Compensation Board.

The co-ordinator liaises with all branches, boards and commissions of the ministry and interacts frequently with francophone groups and other organizations, as well as with the public at large, to provide information about ministry programs and services. He also advises senior ministry staff on the implications of government and ministry policies regarding French language services and is a member of an interministerial committee of full-time co-ordinators.

A plan to improve French language services is nearing completion.

Branch heads, in consultation with the co-ordinator, are responsible for the implementation of French language services for their branches.

The office of the co-ordinator of French Language Services has a complement of two: one co-ordinator and one part-time secretary.

Finance and Administration Division

R. Burak *
Executive Director

Finance Branch

G.A. Webster
Director

The Finance and Administration Division is responsible for providing administrative support for the operating branches of the ministry. The support activities consist of Administrative Operations, Finance, Information Services, Internal and Management Audit, Personnel, Systems and ADP.

The Finance Branch provides a complete range of accounting and financial advisory and consultative services to management, employees, customers and suppliers of the Ministry of Labour. The branch liaises with all other branches of the ministry, Management Board Secretariat, the Provincial Auditor and all other ministries.

There are five program areas:

- Administration
- Revenue
- Financial Planning and Control
- Accounts Payable
- Payroll

Administration

This service includes the provision of accounting, financial advice and consultation as required.

Revenue

In addition to recording, depositing and reporting all revenue received, this section also administers the accounts receivable system.

Financial Planning and Control

This section co-ordinates and compiles the ministry's 'Managing by Results' submissions, compiles estimates and prepares the annual budget, controls and reports on expenditures and prepares monthly financial reports and statements.

* Rita Burak was appointed Executive Director on June 29, 1981, replacing D.J. Morgan, who accepted a position with the Workmen's Compensation Board on May 20, 1981.

Personnel Branch

N.E. Mayne
Director

Accounts Payable

This section administers the processing and payment of suppliers' invoices, employee travel expenses and internal financial transactions.

Payroll

In addition to providing regular payroll services, this section is responsible for employee attendance credit reports.

The branch complement during 1981/82 was 38.

1981/82 Activities

	General Expenditure	General Revenue
Ministry Administration	\$10,111,000	\$ 21,000
Industrial Relations	3,723,000	26,000
Women's Programs	1,154,000	—
Occupational Health and Safety	29,181,000	6,548,000
Employment Standards	4,207,000	277,000
Manpower Commission	1,446,000	—
Human Rights Commission	4,137,000	—
Labour Relations Board	3,417,000	9,000
Credits	—	95,000
Total	\$57,376,000	\$6,976,000

The role of the Personnel Branch is to provide a variety of human resource management services for all areas of the ministry. These services include staffing, compensation and staff relations, training and staff development and employee counselling as well as the related processing and records maintenance functions.

The branch operates under the authority of the Public Service Act and regulations, the Crown Employees Collective Bargaining Act and the Collective Agreement, and is responsible for their administration.

Each section of the branch is responsible for a specific set of ongoing activities.

Staffing

This section is responsible for all aspects of the staffing process for all vacancies in the ministry. This includes preparing job advertisements, screening applications, chairing selection interview boards and acting as consultants to ministry management on the staffing process. This section is also responsible for co-ordinating the ministry's summer student employment program.

Compensation and Staff Relations

This section is responsible for all aspects of wage and salary administration including job evaluation, organizational structuring and the provision of advice to management and employees on the compensation process. This section is also responsible for the ministry's staff relations program including administration of the collective agreement, grievance resolution and consultation with management and staff on industrial relations matters.

Staff Development and Training

This section is responsible for the training and development activities of the ministry including the development and operation of in-house courses, the administration of the ministry's tuition assistance program and the provision of academic and career counselling services. The section is also responsible for the development and co-ordination of the ministry's Performance Appraisal program and consultation with management and staff on all section activities.

1981/82 Activities

Employee Benefits

This section is responsible for the administration of the ministry's employee benefits program. Activities include providing advice and information on employee benefits to employees and management, resolving personal problems and conducting the ministry's pre-retirement program. This section is also responsible for conducting exit interviews on terminating employees and for co-ordinating various charity appeal programs.

The Personnel Branch had a complement of 20 during 1981/82.

Staffing

During the latter part of 1981/82, the ministry reduced its planned level of staffing in order to implement the government's corporate manpower strategy. The staffing section was also actively involved in assisting the placement of surplus staff from other ministries.

The ministry conducted a successful student work week and high school co-op program involving 56 students.

Summer Students

The ministry sponsored 16 summer programs under Experience '81, employing 256 students in areas of personnel, manpower planning, media, women's issues, etc. It also included a successful pilot project for unemployed young people in the downtown city core affiliated with the Race Relations Division. Also 55 students were placed in industrial relations with various industry and union sponsors. Additionally, 106 students were hired for the Ministry of Labour summer replacement program to cover staff vacations.

Compensation and Staff Relations

The Compensation and Staff Relations section assisted in organizational reviews of several branches in the ministry. This section was involved in the corporate review of all positions in the Office Services and Clerical Services categories.

Considerable time was spent in the development of the new Occupational Health and Safety Inspector class series as well as significant input into the development of the Occupational Hygienist series.

This section actively participated in the Staff Relations Supervisory Training Courses and provided management and staff with ongoing interpretation of the Collective Agreement and consultation on staff relations matters.

W.H. Lehman
Director

Staff Development and Training

This section experienced increases in program activities, particularly in the tuition assistance and in-house parts of the program. Management training in staff relations and performance appraisal were major initiatives during the year. New programs were developed and conducted in efficient reading and sign language. Some preliminary research was completed on the use of micro-computers for training as well as section records maintenance.

Employee Benefits

This section continued its major activities such as new employee orientation program and visits to district offices. Significant increase in workload occurred in relation to counselling for early retirement and interpretation of guidelines for the Home Owner Relocation Plan. Other significant areas of counselling workload involved Short Term Sickness Plan and Long Term Income Protection and personal problems.

The Systems and ADP Branch serves all aspects of client needs in the areas of systems development, design, implementation, maintenance and data processing. Systems activity is very often involved in the legislative process pertaining to acts and regulations inherent in user programs. Areas of activity in general can be categorized as follows:

- Commercial systems involving management information on activity and control of various program managers' systems, including accounting and personnel applications.
- Scientific and research applications for studies and surveys requiring evaluation and statistical analysis in the fields of occupational health and safety, labour relations, work force activity and collective bargaining.
- Consultative services regarding concepts, technical feasibility and cost/benefit analysis.
- Office of The Future technology such as word processing, mini-computers and terminal facilities.

The branch objectives are:

- to provide clients with viable systems, equipment and/or procedures that will meet their needs, observing cost/benefit, user requirements and legislation within the limits of resources available.
- to apply professional project management techniques that will make provision for control, progress reports and quality review of all projects undertaken.
- to document major systems to ensure that they can easily be maintained or revised as necessary.
- to be accountable for resources and expenditures.

The branch complement during 1981/82 was 36.

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Administrative Operations Branch

1981/82 Activities

*R.R. Hogarth
Director*

New Development and Maintenance Projects on about 40–60% Ratio

Research Branch	25-30	(continuous)
Manpower	5-10	(new)
Occupational Health and Safety	7	(4 new)
Injury Statistics	10-12	(continuous)
Human Rights	2	(ongoing)
Women's Bureau	2	(ongoing)
Administration Division	3	(integrated Financial System new and on- going)
Ministry of Consumer and Com- mercial Relations	7	(ongoing – planned to cease late 1982/83 fiscal year)

Budget

Gross	\$1,282,963
Recoverables:	
Ministry of Consumer and Commercial Relations	223,095
Net Labour	\$1,059,868

Processing Volume

Input approximately (Records)	2,799,734
Jobs submitted to QPCB	15,562
Output approximately	29,604,247 lines printed

The Administrative Operations Branch provides administrative support services to the ministry's line and staff operations in the head office and 12 district office locations, plus nine Mining Health and Safety Branch offices located throughout the province, and two laboratories.

Support services provided include records management, purchasing, inventory control, warehousing and supply, reprographics, mailing, office accommodation and transport.

Administrative support is provided to the Ministries of Consumer and Commercial Relations in those district offices where premises are shared.

Reporting to the executive director of Administration, the director of the Administrative Operations Branch is assisted in the operation by a records manager and three records officers, three purchasing officers, a supervisor of office services, a supervisor of reprographics, an accommodation officer, 12 district office administrators and 86 clerical and technical staff.

Information Services Branch

1981/82 Activities

J.W. Preiner
Director

During 1981/82, the alteration/leasing program was continued to provide accommodation for a growing ministry. In many locations, alternative or enlarged premises were required. In conjunction with the Ministry of Government Services, some of the field locations were relocated and an alteration program implemented and/or completed. The scope of the accommodation program has dictated that it be carried over into the 1982/83 fiscal year.

The new laboratory facilities for the Occupational Health Branch were taken over and put into operation in April 1981. These facilities were negotiated and co-ordinated by Administrative Operations on behalf of the Occupational Health and Safety Division.

The growth in the workload of the reprographics unit continues. The trend, which began after all headquarters operations were finally housed at 400 University Avenue in Toronto, is such that the projected volume for 1982/83 is 18,000,000 impressions.

The complement increases within many of the ministry's operating branches, boards and commissions, have resulted in increased workloads in all areas of Administrative Operations Branch activities. Procedures and staff levels will be constantly under review in the 1982/83 fiscal year to ensure that a proper level of support is maintained.

Bilingual clerical support staff have been recruited or trained for all those district offices designated as bilingual or where the French language is requested by the client group.

The Information Services Branch administers an ongoing program of two-way communication between the ministry and the general public in order to facilitate the achievement of ministry goals. In fulfilling this mandate, the branch provides the following services:

Consultation

Branch staff advise senior ministry staff, including the minister, deputy minister and assistant deputy ministers on the communications implications of ministry policies, programs and initiatives.

Planning

An integrated communications component is essential to the achievement of program goals. Branch staff identify communication needs and develop advertising, public relations and promotion programs to assist in the achievement of these goals.

Implementation

Branch staff are responsible for implementing communication programs designed to inform the ministry's client groups of the philosophy, policies and programs of the ministry. They prepare speeches and news releases, pamphlets, brochures and other printed material, exhibits and audio-visual aids. They also manage the ministry's advertising program and assist in the presentation of seminars.

At the end of the fiscal year the branch had a complement of 11.

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1981/82 Activities

Audio-Visual

The branch co-produced two slide-tape programs for the Mining Health and Safety Branch on testing for silica exposure in mines. The programs were designed as a training aid in the proper compliance with the new regulations.

A series of videotape presentations has been developed for seminar and training purposes for several line branches.

The branch prepared and produced audio-visual aids to assist several branches in the Occupational Health and Safety Division with special presentations, as well as the Employment Standards Branch's communications program.

Media Relations

Sixty-four press releases were issued.

The District Media Liaison Representative system, by which an officer in each district office acts as liaison between the local media and the ministry, continues as a very effective extension of the media relations functions.

The daily tape-recorded 'Datebook' telephone service continued to provide useful news information for the news media.

Students Working in Media (SWIM) an Experience '81 project was continued and expanded. Ten journalism students were placed with media sponsors for a period of 14 weeks. Students specialized in Ministry of Labour related topics.

Advertising

The long-term educational program in support of the Ontario Human Rights Commission's efforts in the area of race relations was continued, advertising the theme 'Together We Are Ontario'.

The concept of joint responsibility for the identification and elimination of health and safety hazards in the workplace was continued, using the medium of radio, trade journal and transit advertising. Announcement notices regarding regulations for designated substances (lead and mercury) were published in Ontario newspapers.

Announcements were published in Ontario rural newspapers and farm publications of increase in minimum wage for agricultural workers – notices of proposed amendments under the Industrial Standards Act pertaining to Ladies' Dress and Sportswear and Ladies' Cloak and Suit industry appeared in selected Ontario daily and weekly newspapers and in the ethnic press.

On a corporate basis, an advertisement: 'We're Working on Better Ways to Work with You', described ministry co-operative programs.

Publications

The branch edited and co-ordinated the production of the following new brochures/publications:

Your new Occupational Health Laboratory – brochure describing facilities and services of the new laboratory.
Occupational Health in Ontario – Occupational Health journal – four issues

Guide to the Occupational Health and Safety Act – French, Italian, Portuguese

Regulations respecting Lead – made under the Occupational Health and Safety Act – pocket version

Regulations respecting Mercury – made under the Occupational Health and Safety Act – pocket version

White paper on the Workers' Compensation Act – sets out the government's proposals for change in the compensation system in the province.

Towards Safe Production – (2 Volumes) – Report of the Joint Federal-Provincial Inquiry Commission into Safety in Mines and Mining Plants in Ontario.

Employment Facts for Ontario Students (English and French) – brochure describing student minimum wages and working conditions.

Women's Bureau Newsletter – 2 issues

Your Rights as a Worker in Ontario – Vietnamese and Punjabi.

Women's Bureau poster – *I Want to Be an Engineer Just Like My Mom*.

Library Services brochure – describes services provided by the ministry library.

Certification by the Ontario Labour Relations Board – brochure describing certification procedures and requirements under the Labour Relations Act.

Rights of Employees, Employers and Trade Unions – brochure summarizing rights under the Labour Relations Act.

The Ontario Quality of Working Life Centre

Dr. Hans van Beinum
Executive Director

Guide to the Use of Media – a directory of Metro's media, including names of contacts and a suggested media strategy.

Guide to Race Relations Organizations – a directory of race relations organizations in Metropolitan Toronto.

Human Rights in Ontario – Cree

Human Rights Compliance Procedures – brochure, English and French.

Affirmation – Human Rights Commission newsletter – 4 issues.

Ministry of Labour Annual Report 1980/81.

Third Annual Report of the Advisory Council on Occupational Health and Occupational Safety 1980-81.

Fifth Annual Report of the Government of Ontario Affirmative Action Council 1980-81.

Ontario Human Rights Commission Annual Report 1980-81 – English and French.

The following publications were revised and updated:

Guide to the Employment Standards Act – English

Guide to the Employment Standards Act – French

Guide to the Labour Relations Act

Ontario Women's Bureau – general brochure

Career Selector, Science and Technical

Career Selector, Trades and Industry

Employment Standards abstract posters – English and French

The branch also co-ordinated the reprinting of approximately 70 other brochures and publications.

Translation Co-ordination

The branch arranged for translation of a variety of ministry letters, publications and documents into various languages.

Conferences, Seminars and Exhibits

The branch assisted in arrangements for a display at the IAPA Annual Conference and Women on the Go exhibit.

Since its establishment in December 1978, the Ontario Quality of Working Life Centre has made considerable progress towards the fulfilment of its mandate. The centre's mandate, to promote and support the enhancement of the quality of working life of people in Ontario, has been developed through three major areas of activity:

- the initiation, implementation, monitoring and evaluation of quality of working life projects in joint union-management settings;
- the education and training of individuals and organizations in quality of working life approaches;
- the creation, collection and dissemination of written information to promote a broad understanding of and interest in QWL.

The centre has translated these three activity areas into a five-pronged program of field project work, education, information services, research and consultation. The primary thrust of the centre has been the development of quality of working life projects in Ontario based on the principles of joint involvement and shared responsibility between labour and management. The centre recognizes that attempts to improve the quality of working life can succeed only if all parties can learn to work together in areas where joint benefit is possible.

The centre staff currently consists of an executive director, five program co-ordinators, two administrative assistants and a network of external consultants and associates who expand the capacity of the centre as demand requires. The centre is governed by an advisory committee of eight labour and management leaders from across Ontario. The Deputy Minister of Labour, Mr. T.E. Armstrong, QC, is chairman of the advisory committee.

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1981/82 Activities

QWL Field Project Work

In its role of providing assistance to organizations in the development and continuation of QWL programs, the centre has become involved with several organizations in an ongoing consulting capacity. The centre is currently facilitating QWL field projects in 13 joint union-management work settings. These projects focus on changing the decision-making structures and the design of jobs within the workplace. In order to achieve a mix of projects, the centre is working within a range of different work settings in both the private and public sectors. Centre projects are underway in such diverse settings as: an engineering and drafting office, a nuclear refinery, an auto assembly-line plant, a synthetic rubber manufacturing plant, a wire and cable manufacturing operation, an engine casting plant, three retail food stores, a food warehouse and a maximum security mental health centre.

Education

Extensive education is seen as essential to the sustained development and diffusion of QWL within Ontario. Consequently, the centre has developed an education program to meet a wider range of needs. For instance, the centre held a number of regional, one-day introductory seminars in conjunction with community colleges throughout the province in order to raise public awareness of QWL. The centre also conducted an in-depth week-long course in socio-technical analysis and design for people already involved in ongoing QWL programs.

A major objective of the centre's educational program is to aid and reinforce the field projects. In this connection, a growing number of tailor-made workshops were held for field project participants over the course of the year.

Two ongoing networks have been initiated and supported by the centre – a network of unionists active in QWL in Ontario and a network of internal people who act as resources to ongoing QWL projects. These networks meet regularly and provide a forum in which participants can learn from each others' experiences and jointly explore topics of common interest. In addition, the centre initiated three meetings over the past year between union and management leaders in four ongoing QWL 'greenfield' sites in the province.

Information Services

The centre operates a service which provides the public with a wide range of information on QWL – ranging from basic introductory materials to highly specialized information provided in response to specific requests. The centre also publishes a quarterly news journal entitled *QWL Focus*, a series of occasional papers entitled *Issues in the Quality of Working Life* and is beginning a series of working papers on QWL. The centre provides speakers to groups and organizations wanting to learn more about QWL and has developed a portable display to introduce the quality of working life concept and the QWL Centre, which has been used at the centre's educational events and conferences.

Research

Although research is not one of the centre's prime objectives, it has funded some research in a number of important areas in the QWL field. In 1981/82, the centre funded a study on microprocessor technology and its effect on the quality of working life. This paper will appear as one of the centre's 'working papers'. As well, the centre has funded a study, being conducted by the Sarnia District Labour Council, of QWL from a union viewpoint. This study is still in progress.

Consultation

Centre staff assist individuals and organizations, on a daily basis, to increase their understanding of QWL, to assess its relevance for their own situation and to take the first steps in the development of their own QWL program.

Women's Bureau

Alison Roberts
Director

1981/82 Activities

The Women's Bureau was established in 1963 to improve the status of women in the labour force through research and public education. The bureau provides service to client groups through its central location in Toronto and its office in Thunder Bay, which began operation in August 1981.

The bureau's client groups include women's organizations, employers and employees, unions, educational institutions and community agencies. Issues demanding frequent attention (in letters and telephone calls) are pregnancy leave, affirmative action, equal pay, sexual harassment and the effects of microelectronic technology on women's employment. Statistics and information on women's issues are provided to the public and the media. In addition, the bureau prepares studies and policy recommendations relating to both legislation and enforcement for government consideration.

The bureau attains its objective through the delivery of service by three program sections – the Affirmative Action Consulting Service, Research and Information, and Community Outreach.

Affirmative Action

The Affirmative Action Section includes the Secretariat to the Advisory Council on Equal Opportunity for Women and the Affirmative Action Consulting Service.

The bureau's staff consists of a director, eight professionals and a clerical unit of nine.

Advisory Council on Equal Opportunity for Women

The Ontario Advisory Council on Equal Opportunity for Women was appointed in 1979 to advise the Minister of Labour and the Women's Bureau on the best methods of establishing affirmative action programs for women in Ontario. Council members, representing management and labour, share concerns and experiences and encourage the implementation of affirmative action programs among a broader range of employers and unions.

The council sponsored five regional meetings in London, Sudbury, Thunder Bay, St. Catharines and Kingston, at which various council members exchanged views and information with management, labour and community representatives concerning affirmative action for women. Participants from each community submitted briefs for discussion and transmission to the Minister of Labour.

The council provided assistance in the development of a questionnaire on affirmative action, which is distributed annually to employers.

The council lent support to a luncheon hosted by the Minister of Labour for chief executive officers of those companies represented at a previously held tripartite consultation in January 1981.

The council began the preparation of its *Three Year Report on Affirmative Action*, which describes council's progress to date and presents the views of members regarding the government's progress in promoting affirmative action in the private sector. The report will be submitted to the Minister of Labour in the coming year.

The Affirmative Action Consulting Service

The Affirmative Action Consulting Service encourages employers and unions to establish formal affirmative action programs for women in their organizations.

Since 1975, consultants have contacted 519 employers. As of March 31, 1982, ongoing assistance with regard to the implementation of affirmative action strategies was being provided for 175 major employers. In addition, the consulting service provides resources to organizations such as management consulting firms, and labour, professional and trade associations.

As part of a marketing strategy, the consulting service targets specific groups of employers to approach and assist. During the past year, these groups have included the hospitality industry, municipalities and boards of education.

The consulting service has established two employer networks for both private sector organizations and school boards to provide a forum whereby equal opportunity co-ordinators can exchange information regarding program implementation.

A survey of 309 employers who had no contact with the Women's Bureau was completed; this survey acted as a control for the one undertaken during the previous year of those employers who had been in contact with the Women's Bureau. The first survey indicated a significantly greater degree of involvement in affirmative action by employers with bureau contact (47.8 per cent) than did the control study of affirmative action involvement by employers who had not had contact with the Women's Bureau (15.5 per cent).

The consulting service has also worked in conjunction with the Ontario Human Rights Commission to assist employers who have agreed, through conciliation, to implement affirmative action programs.

Research and Information

The Research and Information Section identifies, researches and develops material on the factors which determine the status of women in the work force in Ontario and other jurisdictions. Issues addressed this year include pregnancy leave, day care, affirmative action, and the impact of microelectronic technology on women's employment.

Statistical documentation of women's labour force activity is an ongoing function of this section of the Women's Bureau. Figures on female labour force participation rates, unemployment rates and on the number of women workers are compiled monthly. Other factors such as occupational distribution, union participation and child care arrangements are also monitored and the results published regularly in the fact sheet series entitled *Women in the Labour Force*. Statistical data are provided on request to a variety of groups and individuals, including the media, other government departments, educators and union officials.

The bureau responds to public requests for information, referrals, advice and assistance. It operates a resource centre open to the public for research purposes and maintains a lending film library to meet the expressed need for audio-visual material on women's issues. Extensive research is conducted on the status of working women in Ontario and the bureau's officers and director undertake numerous speaking engagements throughout the province.

A major function of this section is the development, co-ordination and distribution of the bureau's printed and audio-visual materials. As well, staff research and prepare background notes and papers both for public use and in the development of ministry policy with relevance to women and employment. Material is also prepared for submission by Ontario to Canadian documents which form a part of international discussion, e.g. the Organization for Economic Co-operation and Development (OECD) task force on the economic status of women.

Community Outreach

The Community Outreach Program provides a consulting service to those community and government organizations which offer career counselling to women. The program has a focus on women with special needs, such as native, immigrant and low-income women. The consulting service includes advice on non-sexist career counselling, labour legislation, and the development of employment and training programs for women.

The staff of this section work with representatives of the federal government and other provincial ministries to strengthen and further develop special skill preparation programs for women. These include Introduction to Non-Traditional Occupations for Women (INTO) and Women in Trades and Technology (WITT), which are delivered by several community colleges throughout the province and funded by Canada Employment and Immigration.

Through the Women's Bureau summer employment program, Experience '81, students were hired and placed with community organizations throughout Ontario. The goals of this program are to provide meaningful summer work experiences for the students, support to community-based organizations and employment-related assistance to the outreach client groups. Experience '81 projects included: counselling to immigrant and sole-support women laid off due to the closing of a textile plant in Kitchener; compilation of data on career options and educational opportunities for Franco-Ontario women; support and advocacy for women working in the skilled trades and research of employment needs for native women living in Toronto.

The bureau responded to the special needs of women in Northern Ontario by opening a branch office in Thunder Bay in September 1981; the office is staffed by a community outreach officer, and an initial major effort of this office has been the establishment of communication links with community and government organizations. Part of this effort has resulted in the development of a cable TV series on women in the work force.

Women Crown Employees Office

Barbara J. Speakman
Director

Publications

The Women's Bureau continually develops and updates a number of publications, which are distributed free of charge upon request. To better serve the needs of immigrant women, several of these publications are available in languages other than English and French.

New Publications

Design for Affirmative Action: A Guide for Boards of Education
Understanding Affirmative Action: A Glossary of Terms
Affirmative Action Survey Report and Summary – affirmative action activities reported by Ontario employers who have not had contact with the Women's Bureau.
A Comparative Study – affirmative action activities reported by Ontario employers who have had/who have not had contact with the Women's Bureau.
Poster – *I Want to Be an Engineer Just Like My Mom*
Newsletter – *'Sexual Harassment in the Workplace – A Social Problem'*, August 1981, Vol. 6, No. 2

Revised Publications

Women in the Labour Force: Basic Facts
Women in the Labour Force: Child Care
Career Selector: Science and Technology
Career Selector: Trades and Industry

New Translations

Your Rights as a Worker – Punjabi
Your Rights as a Worker – Vietnamese

Audio-Visual Productions

Make It Happen: A film which examines female career choices resulting from traditional reward patterns.
Your Rights as a Worker: A slide-tape presentation on labour legislation designed to assist immigrant women.

Women Crown Employees Office (WCEO) was established in April 1974 to implement the recommendations of the 1973 Green Paper, Equal Opportunity for Women in Ontario: A Plan For Action, related to improving the status of women employed in the provincial government.

The long-term objective of the Ontario government's internal Affirmative Action Program is to raise the level and diversify the occupational distribution of women Crown employees. The WCEO is responsible for stimulating and facilitating government-wide policies and practices to achieve this objective and for monitoring and evaluating progress.

The WCEO's client group includes the ministries and Crown agencies of the provincial government and, through them, the women who work directly in the Ontario Public Service or are employees of Crown agencies such as the Workmen's Compensation Board.

The office has a complement of seven: a director, three program development officers, a program assistant and two support staff.

Experience '81

As part of the Ontario Youth Secretariat's Experience '81 Program, the WCEO offered a summer employment program which placed 10 students in various ministries to work on a wide range of affirmative action projects.

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Affirmative Action Program

1981/82 Activities

Beth Kendall Program Manager

Monitoring and Evaluation

The WCEO collected and prepared information from each ministry and Crown agency for the Annual Report on the Status of Women Crown Employees. The office analysed each ministry and agency affirmative action plan and distributed a semi-annual data package to all ministries comparing the salaries and occupations of men and women in the Ontario government. Twice annually the office reports results achieved to the cabinet and to Management Board of Cabinet. The office also conducted a review of the re-evaluation of personnel policies, practices and priorities integral to the program.

Technical Assistance and Program Support

Resource materials on affirmative action by the WCEO provided technical advice and assistance to ministries and Crown agencies as they developed and evaluated affirmative action plans. The office provided the following technical assistance packages for the Affirmative Action Program managers: Management By Results (MBR) Technical Assistance Package and Planning Tools, A Guide to Affirmative Action Hire/Promotion Targeting and Handbook for Affirmative Action Program Managers. It also conducted two workshops for Affirmative Action Program managers on the preparation of affirmative action plans using the management by results (MBR) process and arranged two workshops on 'Preparing to Meet the Office of the Future'. The office provided ongoing support to, and participated in, Affirmative Action Council task forces.

A Resource Centre of information relating to the issues for the delivery of the Ontario Public Service Affirmative Action Program is maintained by the WCEO and is available to Ontario Government employees working on affirmative action projects.

Women Crown Employees Office staff participated in a variety of internal speaking engagements in order to increase understanding of the goals of the Affirmative Action Program. These included regular presentations to the Civil Service Commission's 'Program Executive' Management Course, and its staffing training sessions for personnel administrators and program managers. The staff also spoke at ministry management committee meetings and ministry affirmative action representatives' meetings.

Details of the activities of the Women Crown Employees Office will be found in the 1981/82 Annual Report on the Status of Women Crown Employees.

The program manager is a full-time position reporting to the deputy minister to promote equal employment opportunity in the ministry. The manager liaises closely with the Personnel Branch and the Women Crown Employees' Office.

She provides a resource to branch directors in implementing affirmative action and chairs a committee of branch representatives who act as a communications network to relay affirmative action information to ministry employees.

Legal Services Branch

1981/82 Activities

Paul Hess, QC
Director

The program manager assisted branch directors to fulfil their branch affirmative action commitments. She reported regularly to the deputy minister and prepared semi-annual statistical reports on the status of female employees in the ministry. She made presentations to the branch managers and to some regional offices on the progress of the program. She conducted career counselling interviews and maintained an inventory of all female employees in order to monitor hirings and promotions.

Three five-day workshops, 'The Nuts and Bolts of Managing in Government,' were presented to the ministry's women. These workshops gave them an overview of government management processes, such as Management by Results, Financial Management and Human Resources Management. A publication was produced based on the information presented in the workshop.

Seven two-day workshops, 'Preparing to Meet the Office of the Future' were presented to give women practical experience with micro-computers, an overview of their application in the office, and future career paths that may be created by the new technology.

Five booklets were prepared describing administrative, field officer, professional, specialist and technical careers in the Ministry of Labour.

The program manager participated in the corporate Research on Job Opportunities Task Force which produced a publication *Factors Impacting on Future Ontario Public Service Employment*.

Legal Services Branch:

- drafts legislation as requested and gives advice thereon and presents it to legislative counsel;
- gives legal advice to the Ministry of Labour on problems pertaining to the interpretation and application of acts and regulations;
- consults with the branches of the ministry on investigations into alleged breaches of the acts and regulations and considers the sufficiency of the evidence and conducts prosecutions;
- acts as counsel to the ministry in inquiries and hearings held by or for the ministry under the acts and, upon judicial review of any decision, acts as counsel in the courts;
- answers inquiries from the public regarding the application and scope of acts and regulations;
- attends inquests into fatalities occurring at workplaces, where required;
- generally, provides legal services as requested or required.

Legal Services has a complement of a director, four lawyers seconded from the Ministry of the Attorney General and support staff consisting of one investigator and four secretaries. All personnel are located in Toronto.

Members of Legal Services Branch appeared as counsel for the ministry in approximately 206 applications for review of orders to pay made or hearings under the Employment Standards Act.

During the fiscal year, members of the branch appeared in 168 cases involving prosecutions under the Occupational Health and Safety Act and 13 trials involving prosecutions under the Employment Standards Act.

Plant Closure Review and Employment Adjustment Branch

Rex G. Porter
Director

1981/82 Activities

Robert D. Joyce was appointed as the Special Advisor to the minister on employment adjustment problems in October 1980. The Plant Closure Review and Employment Adjustment Branch was formed in November 1980 to support the government's initiatives on layoffs and plant closures. The branch also includes the function of the Employment Adjustment Service.

Activities of the plant closure review initiative are:

- to become aware of any announced or impending plant closure or major reduction of operation as soon as possible;
- to make contact with companies considering closure, and also with the employee representatives or unions, as required;
- to obtain information about the closures and advise the government on the possibility of maintaining the operation;
- where the closure is unavoidable, to attempt to resolve any disagreements concerning termination rights and benefits and recommend the services of the ministry's mediation services, as required;
- to co-ordinate the involvement of the Ministries of: Colleges and Universities, Intergovernmental Affairs, Industry and Trade, and Community and Social Services on a particular closure situation. This ensures that available Ontario government programs are focused effectively on the needs of those affected by the closure.

A program involving both group and individual employee counselling sessions is now available in large closures (involving 50 or more employees). The program is funded by the Ministry of Labour, delivered by local community colleges and co-ordinated through the Ministry of Colleges and Universities.

Ongoing activities of the Employment Adjustment Service include:

- monitoring layoffs and terminations in situations where 25 or more employees are involved;
- exchanging information and maintaining contact with other provincial and federal government agencies;
- advising employees and employers of the requirements of the termination legislation;
- assessing the need for, and participation in, the establishment of adjustment committees both in the formal sense and on an *ad hoc* basis.

The branch works closely with the Canada Manpower Consultative Service of the Canada Employment and Immigration Commission. The Ministry of Labour is a financial contributor to manpower assessment and incentive agreements which support manpower adjustment committees in layoff situations (see following table summarizing the statistics concerning the terminations and the use of these committees). The committees consist of employee and management representatives and an independent chairman. Their role is to assist employees affected by large scale terminations to become re-employed.

The branch currently has four full-time staff and uses the services of specialists in labour relations, as required, on a contract basis.

Statistics on Terminations

	1980/81	1981/82
Termination cases involving 25 or more employees		
Cases: Full closures	68	93
Partial closures	21	23
Reduced operations	91	132
Totals	180	248
Employee: Full closures	7,450	7,655
Partial closures	1,865	1,908
Reduced operations	16,554	16,731
Totals	25,869	26,294
Manpower Adjustment Committees		
Committees established	55	79
Employees terminated	9,471	8,708
Financial commitment	\$69,750	\$86,850
Counselling Programs		
Pilot Programs 1980/81:		
2 programs - in closures affecting 450 employees		
Programs underway in 1981/82:		
6 programs - in closures affecting 2,000 employees		

Ontario Labour Relations Board

G. W. Adams
Chairman

D. K. Aynsley
Registrar and Chief Administrative Officer

The Ontario Labour Relations Board is a quasi-judicial tribunal responsible for the administration of the Labour Relations Act. Under this Act, the board:

- certifies trade unions as collective bargaining agents for employees;
- investigates and hears complaints of contraventions of the Act and grants remedial orders where the Act has been contravened;
- issues directions and declarations where unlawful strikes and lock-outs have occurred;
- settles jurisdictional disputes arising out of the assignment of work;
- accredits employers' organizations and employer bargaining agencies in the construction industry;
- certifies employee bargaining agencies in the construction industry;
- arbitrates disputes relating to the interpretation of construction industry collective agreements;
- terminates bargaining rights, and
- grants leave to prosecute.

Composition

The board is composed of a chairman, 13 vice-chairmen (one, the alternate chairman), 16 employer representatives and 16 employee representatives. All are appointed by the Lieutenant-Governor in Council. Under the Act,* the board may sit in two or more divisions, provided a quorum is present in each division. Two divisions have been designated to handle most certification and termination applications and disputes relating to work jurisdiction in the construction industry. The powers of the board in respect of certain matters may also be exercised by the chairman, the alternate chairman or a vice-chairman sitting alone.

It is common for six and, with increasing frequency, seven or eight divisions to be sitting simultaneously, sometimes in different parts of the province. While most cases are heard in Toronto, complaints involving discrimination in employment or cases involving a substantial number of witnesses are generally heard at or near the municipality in which the employer is located.

Board Reports

The board publishes a monthly report in two sections. The first section contains the full text of significant board decisions and an index of summaries on the subject matter of these decisions. The second section lists the cases disposed of by the board during the report month by type of case and method of disposition and describes the bargaining units determined in certification cases.

Caseload

During the fiscal year, the board received a total of 2,749 applications and complaints, a decrease of 87 cases (three per cent) below the intake of 2,836 cases in 1980/81. Most of the decrease, 65 cases, occurred in filings of complaints of contravention of the Act and referrals of grievances under construction industry collective agreements. In addition, 449 cases were carried over from the previous year, making a total caseload of 3,198 in 1981/82. Of this total, 2,608 (82 per cent) were disposed of, the same proportion of caseload disposed of in 1980/81. Of the remaining cases, proceedings in 163 were adjourned *sine die** (without a fixed date for further action) at the request of the parties and 427 were pending in various stages of processing at March 31, 1982.

* The Act refers to the Labour Relations Act throughout text.

* The board regards *sine die* cases as disposed of although they are kept on docket for one year.

The total number of cases processed during the year produced an average workload of 355 cases for the board's full-time chairman and vice-chairman and the total dispositions represented an average output of 290 cases.

Labour Relations Officer Activity

In 1981/82, labour relations officers were assigned a total of 1,552 cases to assist the parties involved. The number comprised 49 per cent of the board's total caseload, and included 314 certification applications, 57 cases relating to the status of employees, 607 complaints of contravention of the Act, 544 grievances under construction industry collective agreements, and 30 complaints under the Occupational Health and Safety Act. Officer activity was completed in 1,260 cases, with settlements reached in 1,971 cases (85 per cent), with adjournments *sine die* in 102 cases, and with activity continuing in the remaining 190 cases at the end of the year.

In addition, labour relations officers were successful in having the parties waive the hearing in 211 (79 per cent) of 267 certification applications assigned, and in settling disputes on the bargaining unit in another 197 cases (68 per cent) of 288 cases assigned at the hearing.

In 1981/82, the officers achieved an overall settlement rate of 79 per cent of the total 1,237 cases involved. By type of case the settlement rate was 82 per cent for construction industry grievances, 79 per cent for complaints of contravention of the Act, 70 per cent for employee status cases, and 63 per cent for complaints under the Occupational Health and Safety Act.

Representation Votes

Returning officers conducted and counted the results of 236 votes held among employees in one or more bargaining units in 222 cases which were either disposed of during the year or in which a final decision closing the case had not been issued by the board by March 31, 1982. Of the total votes, 193 involved certification applications, 42 were held in termination of bargaining rights cases, and one in a successor employer case. A total of 15,808 employees were eligible to participate in the 236 votes and 13,463 (85 per cent) of them cast their ballots. Of the 13,463 employees who voted, 49 per cent cast ballots in favour of the applicant unions.

Seventy-nine per cent, or 152 of the votes held in the certification applications involved a single union, 38 involved two unions and two involved three unions. All, except three of the votes involving more than one union, entailed attempts to replace an incumbent bargaining agent. The three exceptions involved two unions seeking to represent the same employees in collective bargaining for the first time.

Hearings

The board held a total of 1,270 hearings and continuation of hearings in 1,801 of the 3,198 cases processed during the fiscal year, a decrease of 650 sittings from the number held in 1980/81. One hundred and three of the hearings were conducted by vice-chairmen sitting alone, compared to 113 hearings in 1980/81.

Details of the activities of the board and the staff will be found in the board's 1981/82 annual report.

Ontario Human Rights Commission

Borden C. Purcell
Chairman

George A. Brown
Executive Director

The Ontario Human Rights Commission, established in 1962, administers the Ontario Human Rights Code, which prohibits discrimination in the display of signs and notices, services, goods and facilities, accommodation, employment, contracts, membership in vocational associations and trade unions, and reprisal actions, on the grounds of race, colour, ancestry, place of origin, ethnic origin, citizenship, creed, sex, handicap, age (18-65 years in employment; 18 years and over in all other areas), marital status, family status, receipt of public assistance (in accommodation only), and record of offences (in employment only). Harassment because of any ground is also prohibited, as are sexual solicitations and advances.

The commission is composed of a chairman, vice-chairman, race relations commissioner and seven members who are appointed by the Lieutenant-Governor in Council. They meet regularly to decide on appointments or non-appointments of boards of inquiry, review settlement proposals, review requests for exemptions and special employment programs under the Human Rights Code and to formulate policy. A quorum of three commissioners meets weekly to review the settlements of all cases prior to closing.

If a complaint cannot be resolved through conciliatory efforts to the satisfaction of all parties, the commission will request the Minister of Labour to appoint a board of inquiry or dismiss the complaint. The board of inquiry is a quasi-judicial hearing empowered by the Human Rights Code to render a decision with respect to a complaint. In the last fiscal year, 43 such boards were appointed and 42 hearings completed.

The commission also performs human rights and public education activities among business and industry, media, unions, government, educational institutions, law enforcement and criminal justice agencies, and social and health institutions. The office of the chairman consists of two professional and two secretarial staff.

Under the Code, the commission conducts the following programs:

Conciliation and Compliance through the investigation and resolution of complaints filed under the provisions of the Code.

Race Relations through the mediation of complaints which fall beyond the strict provisions of the Code, involving tensions and conflicts among racial, ethnic and religious groups. It also undertakes preventive activities, including consultative services to employers, community groups and minority organizations.

Public Education and Research activities are designed to reduce and eliminate prejudice and negative stereotypes against racial, ethnic, religious, age and sex groups.

During the year, the Conciliation and Compliance unit registered 695 formal complaints and resolved 1,000 cases; 308 informal complaints were handled and 28,501 referrals and inquiries were dealt with.

The Race Relations Division carried out 246 mediations and projects and 297 consultations during the year.

Thirty-seven educational activities and 1,848 public relations and informational activities were carried out under the Public Relations Program.

The commission has 13 district offices, located in Hamilton, Kenora, Kitchener, Kingston, London, Ottawa, Sault Ste. Marie, Sudbury, Thunder Bay, Windsor, Timmins, St. Catharines and Toronto.

The commission consists of 61 professional and 18 secretarial staff.

Details of the activities of the office of the chairman and the staff will be found in the commission's 1981/82 annual report.

Advisory Council on Occupational Health and Occupational Safety

Dr. J.F. Mustard
Chairman

Dr. Alan Wolfson
Vice-Chairman

The Advisory Council on Occupational Health and Occupational Safety consists of 20 members – a chairman, a vice-chairman, six members representing management, six representing labour and six representing the public.

Under section 10 of the Occupational Health and Safety Act, the functions and powers of the advisory council are:

- to make recommendations to the Minister of Labour relating to programs of the ministry in occupational health and occupational safety and
- to advise the minister on matters relating to occupational health and occupational safety which may be brought to its attention or be referred to it.

During the year, the advisory council submitted four advisory memoranda to the minister with a total of 14 recommendations. The advisory memoranda are:

- A Review by the Advisory Council of the Process Used to Develop a Standard for Lead and Council's Evaluation of the Criteria Utilized to Assess the Hazards of Lead Exposure in the Workplace.
- Prevention in Occupational Health and Safety through the Workmen's Compensation Board and its Accident Prevention Associations.
- A Review by the Advisory Council of the Process Used to Develop a Standard for Mercury and Council's Evaluation of the Criteria Utilized to Assess the Hazard of Mercury Exposure in the Workplace.
- Financial Incentives in the Occupational Health Field.

The Special Advisory Committee on Carcinogens submitted its report to council this year. This document will be used by council in the coming year in its preparation of a Discussion Paper on The Control of Workplace Carcinogens prior to submitting a report to the minister.

The second of a planned series of public meetings was held in Kitchener at the end of November 1981. These meetings are designed to give council an opportunity to discuss the application of the Occupational Health and Safety Act with representatives of labour and management.

The Report of the Special Advisory Committee on Carcinogens and details of the advisory memoranda and recommendations along with the minister's replies, will be found in the advisory council's fourth annual report.

The council secretariat consists of an executive secretary, an executive assistant to the chairman, three research officers, a committee officer and two secretarial staff.

Ontario Manpower Commission

Joint Consultative Committee to the Workmen's Compensation Board

Donald Pollock*
Chairman

The Ontario Manpower Commission was established in 1979 with the mandate to oversee all manpower programs of the Ontario government and to make operational and policy decisions subject to the concurrence of the cabinet.

Reporting through the Cabinet Committee on Manpower, chaired by the Minister of Labour, the Ontario Manpower Commission develops short and long-term manpower strategies based on projected requirements of the economy and needs of the work force. Programs within the commission's mandate include those relating to labour market information, human resources planning, job creation and training. In conjunction with individual ministries, the commission develops evaluation methods to monitor the effectiveness of program delivery. The commission also undertakes specific studies of selected occupational areas and industrial sectors.

In addition, the commission is responsible for co-ordinating the development of specific employment strategies for women, the disabled, youth and native peoples. It also serves to monitor the effectiveness of regional federal manpower programs.

The commission consists of a full-time chairman/commissioner, four part-time commissioners and 31 complement positions.

During 1981/82, the commission put into operation the Youth Employment Envelope approved by cabinet and assumed the lead role for youth employment policy in Ontario. A number of major studies were undertaken relating to other areas in the commission's mandate and the commission was heavily involved in federal-provincial negotiations concerning job creation and training.

Several publications were produced by the commission, including:

- *Professional and Technical Manpower Requirements and Supplies in the Microelectronics Industry in Ontario: 1981-85*
- *Labour Market Outlook for Ontario, 1981-1986*
- *Human Resources Planning Manual and Guide*
- *Employment and the Physically Handicapped in Ontario*

The Joint Consultative Committee was established by Order-in-Council in 1976, pursuant to Section 71(3) (h) of the Workmen's Compensation Act, RSO 1980.

During 1981, the committee reviewed and discussed a number of issues concerning the administration of the board and benefits provided by the Act itself, such as:

- Chapter 2 (Structure of Benefits) and Chapter 4 (Structure of Decision Making) of Professor Weiler's Report *Reshaping Workers' Compensation for Ontario*;
- Government of Ontario *White Paper on the Workers' Compensation Act*;
- Mr. Justice Krever's recommendations in Chapter 32 (The Workmen's Compensation Board) of his report *Confidentiality of Health Information*;
- Various publications of the Workmen's Compensation Board, with particular regard to the reporting of statistical information;
- Regionalization of the board's operations.

During 1981, the committee held 9 formal agenda meetings. Its October meeting was held in Sudbury, and included a tour of the board's Regional Office there.

* Donald Pollock retired as chairman on September 5, 1981 and Dr. Alan Wolfson was appointed chairman on September 8, 1981.

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Annual Report 1982-83

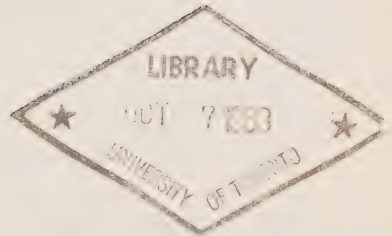
Ministry of Labour



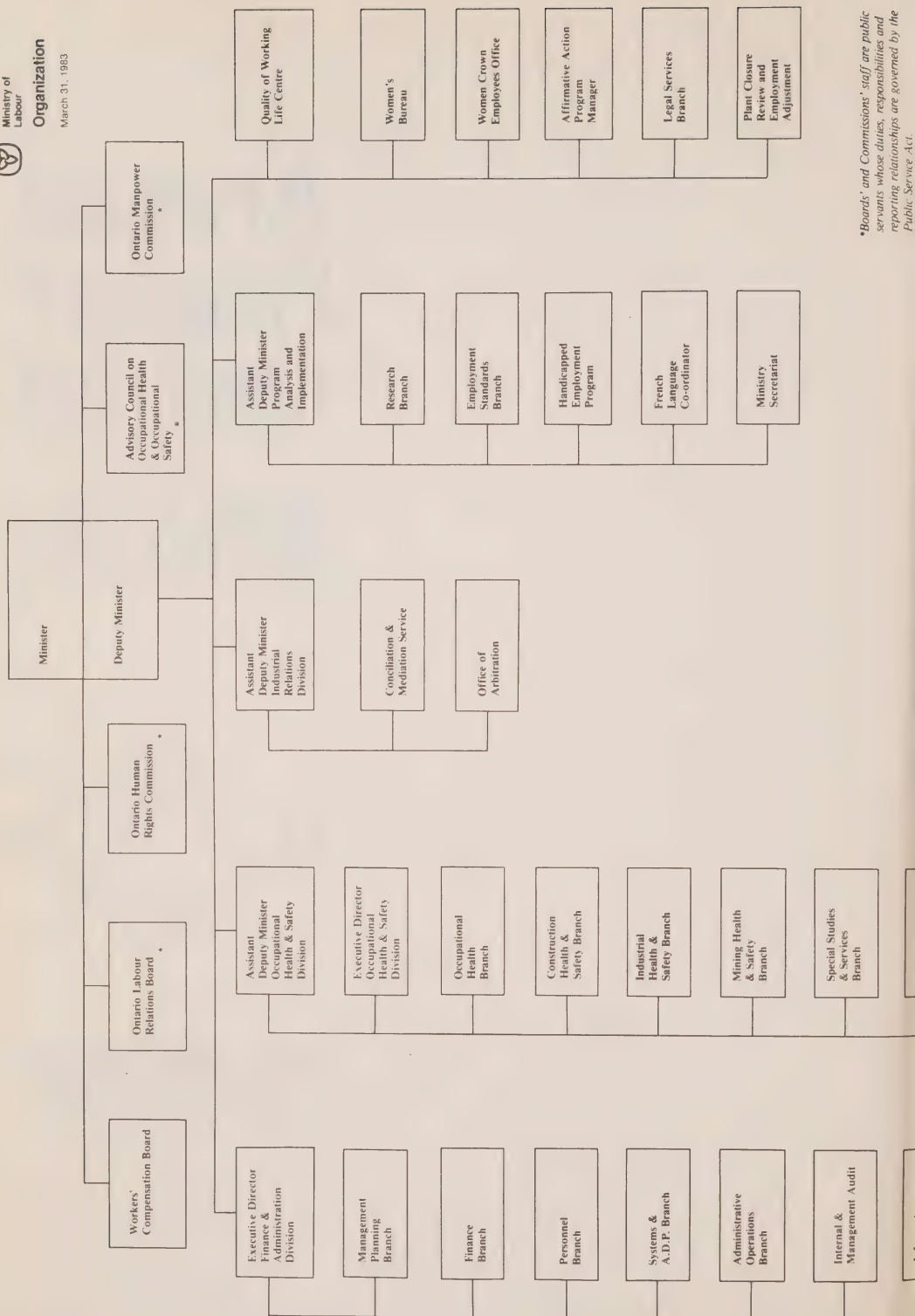
Ontario

Annual Report 1982-83

Ministry of Labour
 Ontario



Fiscal year ending
March 31, 1983





Office of the
Minister

Ministry of
Labour

400 University Avenue
Toronto Ontario
M7A 1T7

His Honour
The Lieutenant-Governor in Council

May it please Your Honour:

I have the privilege of presenting the 64th Annual Report
of the Ministry of Labour for the fiscal year ending
March 31, 1983.

I respectfully submit the report as attached.

A handwritten signature in dark ink, reading "R. H. Ramsay".

The Honourable Russell H. Ramsay
Minister



Office of the
Deputy Minister

Ministry
of
Labour

400 University Avenue
Toronto, Ontario
M7A 1T7
416/965-4115

**The Honourable Russell H. Ramsay,
Minister of Labour**

Dear Mr. Ramsay:

I am pleased to submit the Ministry of Labour's Annual Report for the year ending March 31, 1983.

I believe that each of the Ministry's programs has made its unique contribution to the protection and improvement of the Province's work force. An important element in all operational areas has been the effort to reduce conflict by assisting labour and management in identifying common interests and working to reconcile differences. This goal, which I know has your active support and which is so important to sustain economic recovery, is enthusiastically promoted by the staff of the Ministry who, once again, have performed their duties with dedication and commitment.

Respectfully submitted,

A handwritten signature in dark ink, appearing to be "T. E. Armstrong", with a long, sweeping underline.

T. E. Armstrong,
Deputy Minister.

/enclosure.

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INDUSTRIAL RELATIONS DIVISION

L.V. Pathe
Assistant Deputy Minister

The role of the Industrial Relations Division is to promote harmonious relations between employers and employees. The division's overall objective is a stable labour-relations climate in the province.

This objective is pursued through three activities: Program Administration, the Ontario Conciliation and Mediation Service and the Office of Arbitration.

The Ontario Conciliation and Mediation Service provides conciliation and mediation assistance to labour and management involved in collective agreement negotiations. In addition, the service provides preventive mediation assistance to labour and management during the term of the collective agreement.

The Office of Arbitration administers the sections of the Labour Relations Act dealing with rights arbitration. The office also administers the Hospital Labour Disputes Arbitration Act and co-ordinates the appeal process under the Employment Standards Act. In addition, the Office of Arbitration is involved in the recruitment and training of arbitrators and assists the minister in maintaining a panel of approved arbitrators.

The objectives of the Industrial Relations Division in pursuit of sound labour-management relations are as follows:

- to encourage effective bargaining as contemplated by the Labour Relations Act;
- to promote peaceful settlements through conciliation and mediation service;
- to provide, where necessary, preventive mediation assistance to labour and management during the term of the collective agreement;
- to facilitate the processes of grievance and interest arbitration in accordance with the intention of the Labour Relations Act and the Hospital Labour Disputes Arbitration Act.

An assistant deputy minister is responsible for directing and co-ordinating the activities of the Industrial Relations Division.

During 1982/83 the office had a complement of three - an assistant deputy minister, an executive assistant and a secretary.

Construction Industry Advisory Board/Residential Advisory Panel

A new advisory body known as the Construction Industry Advisory Board has been established to advise the minister on issues of common concern to labour and management in the construction industry.

In addition, a Residential Advisory Panel has been formed to deal specifically with the residential sector of the industry. Both the board and the panel are composed of senior representatives of labour and management.

Ontario Conciliation and Mediation Service

Ray Illing
Director

Harry J. Sparling
Chief, Technical Services

The goals of the Ontario Conciliation and Mediation Service are to foster harmonious labour-management relations and to minimize disruption in the economy arising from strikes and lock-outs.

To achieve these goals, the service, operating under the authority of the Labour Relations Act carries out major programs in two areas - collective agreement dispute resolution through conciliation/mediation, and preventive mediation.

The service performs conciliation and mediation functions, assisting employers and unions to achieve settlement of their contractual differences. In addition, OCMS has firmly established a program of preventive mediation, which involves anticipating and providing for the needs of management and labour in the development of their relationship to minimize disruptions and to facilitate peaceful negotiations of collective agreements.

Dispute Resolution Process

The process has two steps. First, parties unable to achieve an agreement in direct negotiations must meet with a conciliation officer before they resort to the economic sanction of a strike or lock-out. During this stage, an officer enters the negotiations and employs mediation techniques in an effort to bring parties to settlement. Should the parties fail to effect total agreement, a report is made to the minister recommending whether or not a board of conciliation be appointed.

Although the use of boards of conciliation after the conciliation officer stage is an alternative under the Act to the establishment of a strike/lock-out deadline, few have been appointed in recent years. Subject to ministerial policy, they remain as important tools to deal with disputes involving public service, pattern-setting industries and contentious first agreements. If it is recommended that a board not be appointed, a 'no board' report is issued establishing a legal strike or lock-out deadline, which occurs 14 days following receipt of the notification to the parties.

During this period, the mediation service maintains contact with both parties keeping them aware of the availability of further mediation assistance.

The second step - mediation - is an informal one in which the services of a mediator are made available to the parties at any point in negotiations following the conciliation officer's report. While the techniques of mediation are similar to those of conciliation, the intensive nature of this assistance, the pressure of a deadline or ongoing work stoppage and the personal persuasive abilities of a senior mediator are additional factors.

Preventive Process

The main preventive mediation areas are the Relationship Improvement Program, the joint training of supervisors and union stewards, and assistance in establishing Joint Action Committees.

The Relationship Improvement Program is designed to do exactly that - improve union-management relations. It is a two or three-day seminar approach and is an adaptation of the concepts of Relationship by Objectives (RBO), which has been used extensively since 1975 and has proved effective in the promotion, development and maintenance of sound relationships between employers and unions.

The focal point of the training program is joint problem solving. Working in close consultation with both parties, OCMS mediators determine their needs and design a training program to include the study of attitudes, communications, leadership, grievance administration, and roles and responsibilities.

The establishment of a joint action labour-management committee is recommended in situations where the relationship would be assisted by a vehicle for regular formal communication. This may be applicable in a particular area or industry or in an individual plant. Resources are made available to assist the parties to establish and structure such a committee.

There are a number of other preventive mediation activities:

- From the time of certification, the progress of first agreement negotiations is followed so that assistance can be offered where it appears that a fledgling relationship is encountering difficulty.
- Negotiations following a 'no-board' report are closely monitored so that parties are aware of the mediation services available to them and can have access to a mediator without delay at this critical period.
- Under the Act, the minister may appoint a disputes advisory committee. Such a committee, composed of representatives of labour and management, assists and advises the parties in particularly difficult disputes. The minister can also establish an industrial inquiry commission to examine a range of subjects relating to the bargaining process in that particular industry.
- By keeping a record of the service's experience in specific disputes, early pre-negotiation contact can be made with parties whose previous negotiations were characterized by poor relationships, contentious issues or complex bargaining co-ordination. Mid-contract involvement of mediators, either informally or as special officers under the Act, has the potential of encouraging the parties to work on improving their relationship, dealing with problems underlying recurring negotiation issues and reducing to manageable proportions the issues to be faced during the pressure of negotiations.

The complement of the service at March 31, 1982 consisted of the director, the chief, Technical Services, nine mediators, 18 conciliation officers, two research staff and 12 clerical and support staff.

1982/83 Activities/Caseload

During 1982/83, a total of 2,702 collective agreements disputes was referred to conciliation officers. These assignments represented an increase of 421, or 18 per cent over the total for last year (Table 1). The officers disposed of 2,739 cases during the year, an 11 per cent increase over last year's dispositions. At year end, 366 cases were still being dealt with by the officers, compared to 403 in 1981/82.

Post-conciliation or mediation assistance was provided in 934 new cases in 1982/83, compared to 752 cases last year (Table 2). The parties reached agreement in 876 of the cases that were disposed of, although 234 of them involved a work stoppage.

Mediators played a preventive role in 79 new cases in 1982/83, compared to 46 in 1981/82 (Table 3).

Table 1

Conciliation Applications Dealt with Under the Ontario Labour Relations Act, Fiscal Year 1982/83

	1982/83		1981/82	
	Disputes	Employees	Disputes	Employees
Assignments Received by Officers	3,105	467,995	2,870	324,652
Carried from Previous Year	403	79,111	589	58,464
Assigned to Officer During Year	2,702	388,884	2,281	266,188
Assignments Disposed of by Officers	2,739	446,965	2,467	245,541
Settled by Officer				
Construction	58	2,365	28	6,097
Non-construction	624	69,713	823	63,723
No Board				
Construction	535	75,890	201	4,557
Non-construction	1,239	264,730	1,140	147,535
Referred to Conciliation Board				
Construction	0	0	0	0
Non-construction	0	0	0	0
Lapsed or Withdrawn				
Construction	87	12,207	32	1,717
Non-construction	196	22,060	243	21,912
Assignments Pending at March 31	336	21,030	403	79,111

Table 2

Remedial Mediation Activity, Fiscal Year 1982/83

	1982/83			1981/82		
	Total Disputes	Emp's. Involved	Emp's. Involved	Total Disputes	Emp's. Involved	Emp's. Involved
Assignments Received by Officers	1,085	227,090	805	157,386	280	69,704
Carried Over from Previous Years	151	16,063	125	7,625	26	8,438
Assigned to Officers During Year	934	211,027	680	149,761	254	61,266
Assignments Disposed of by Officers	915	216,294	671	148,596	244	67,698
Settled During Mediation	609	162,344	439	116,540	170	45,804
Settled Following Mediation Assistance	267	41,040	203	29,881	64	11,159
Arbitration	11	11,805	10	1,805	1	10,000
Lapsed	15	897	9	232	6	665
Closed by Mediator, No Further Action by Parties	13	208	10	138	3	70
Assignments Pending at March 31	170	10,796	134	8,790	36	2,006

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Table 3
Preventive Mediation Activity, Fiscal Year 1982/83

	1982/83		1981/82	
	Situations	Empls.	Situations	Empls.
Assignments Received by Officers	151	37,465	141	31,528
Carried Over from Previous Year	72	16,277	95	20,421
Assigned to Officers During Year	79	21,188	46	11,107
Assignments Disposed of by Officers	108	21,326	69	15,251
Assignments Pending at March 31	43	16,139	72	16,277

Office of Arbitration

Jean M. Read
Director

The Office of Arbitration assists the minister in carrying out his statutory responsibilities for constituting boards of arbitration and appointing single arbitrators under the Labour Relations Act and the Hospital Labour Disputes Arbitration Act. The office is responsible for the receipt and processing of requests from employers and trade unions for the appointment of arbitrators and nominees to boards of arbitration. This function involves identifying individuals qualified to act under ministerial appointment, providing administrative services to arbitrators, monitoring the progress of arbitration proceedings and cataloguing arbitration awards for public availability. In association with the Minister of Labour's Labour-Management Advisory Committee, which advises the minister on matters pertaining to arbitration, the office maintains a roster of qualified arbitrators and is actively involved in the training of prospective arbitrators. Through its staff of grievance settlement officers, the Office of Arbitration also provides labour and management with grievance mediation services.

The Office of Arbitration also has responsibility for co-ordinating appeals under the Employment Standards Act and boards of inquiry pursuant to the Human Rights Code. The office publishes, and distributes to members of the industrial relations community, a monthly bulletin that summarizes current arbitration awards. Present circulation is approximately 5,000.

Labour Relations Act

A primary responsibility of the Office of Arbitration is to administer the expedited grievance arbitration procedure under section 45 of the Act. This statutory procedure may be invoked by either party to a collective agreement as an alternative to the arbitration procedure set out in the agreement. Upon receipt of a request under section 45, the minister is required to appoint a single arbitrator, who must commence to hear the

dispute within 21 days of the request. The minister may appoint a grievance settlement officer to confer with the parties and attempt to effect a settlement prior to the hearing. Should the dispute proceed to a hearing, the Office of Arbitration endeavours to encourage a timely release of the award.

An advisory committee has been established under section 45 to advise the minister on matters relating to arbitration, particularly with respect to persons qualified to act as arbitrators. The chairman of the committee is the Assistant Deputy Minister, Industrial Relations Division, and its membership comprises three senior management and three senior labour representatives. A major achievement of the advisory committee has been the development of an arbitrator training program, which is administered by the Office of Arbitration and conducted under the guidance of accomplished arbitrators. Under section 44 of the Act, parties who have elected to follow the arbitration procedure in their collective agreement may request the minister to assist them in constituting a board of arbitration. For example, in the event of one party failing to appoint its nominee to the board or the parties' nominees failing to agree on a chairman, the minister, upon request, may make the necessary appointment. Alternatively, at the request of the parties, the Office of Arbitration will supply them with a list of arbitrators to facilitate their selection of a chairman. On a consensual basis, the services of a grievance settlement officer may also be made available to parties proceeding to arbitration under their collective agreement.

Hospital Labour Disputes Arbitration Act

The Hospital Labour Disputes Arbitration Act provides for compulsory arbitration of unresolved collective bargaining disputes between hospitals and trade unions representing hospital employees. Strikes and lock-outs are prohibited. The Office of Arbitration assists in facilitating the system of arbitration under the Act. It recommends to the minister the names of individuals for appointment as nominees or chairmen of boards of arbitration where parties have failed to constitute a board in accordance with the Act. The Office of Arbitration may also arrange the arbitration hearing, notify the parties and their nominees of the date and place of the hearing and monitor the proceedings to ensure that the award is released within a reasonable time after the hearing.

Employment Standards Appeals

The Office of Arbitration has assumed responsibility for co-ordinating appeal procedures under the Employment Standards Act. This includes employer appeals against orders to pay issued by employment standards officers. Referees are appointed on behalf of the Director of the Employment Standards Branch, and the Office of Arbitration handles all administrative procedures with regard to time and venue and ensures that all interested parties have been given due notice of the hearing. Referees appointed to hear these appeals are expected to issue their decisions within three weeks from the date of the final hearing.

Human Rights Inquiries

The Office of Arbitration has also been assigned responsibility for assisting the minister to constitute boards of inquiry under the Human Rights Code and co-ordinating hearing arrangements in accordance with the time limits set out in the Code.

1982/83 Activities

Continuing with its initiative of the two previous years, 1982/83 saw the successful completion of the ministry's third arbitrator training program. Five aspiring arbitrators graduated from the program during the year and are now receiving ministerial appointments.

Under section 45 of the Labour Relations Act, 1,194 single arbitrators were appointed. As a result of the involvement of settlement officers, 995 disputes were resolved prior to hearing for a settlement rate in excess of 64 per cent. Aside from section 45, the minister was involved in the appointment of 213 arbitrators for parties experiencing difficulty establishing a board of arbitration. On 199 occasions, lists of arbitrators were supplied at the request of parties.

Services of a grievance settlement officer were provided to parties proceeding to arbitration under their collective agreement in 613 cases. Of this number, 418 were resolved for a settlement rate in excess of 78 per cent.

Under the Hospital Labour Disputes Arbitration Act, 23 arbitrators were appointed by the minister. Lists of arbitrators were provided upon request in 20 cases.

Under the Employment Standards Act, 209 referees were appointed through the Office of Arbitration, while four boards of inquiry were set up under the Human Rights Code.

The caseload of the Office of Arbitration is more particularly described in Table 1 below.

The Office of Arbitration received and catalogued 1,660 awards during fiscal year 1982/83. Awards in the amount of 40,116 pages were purchased by the public.

The complement for 1982/83 was 17, consisting of a director, five grievance settlement officers and 11 clerical and administrative staff. In overload situations, grievance mediation assistance was provided by field staff from the Conciliation and Mediation Services Branch.

Table 1 — Activities during 1981/82 and 1982/83

	1981/82				1982/83				
	Empl. Stds. Appeals	H.L.D.A. (Interest)	The Labour Relations Act (Rights)	Total 1981/82	Empl. Stds. Appeals	Human Rights Inq.	H.L.D.A. (Interest)	The Labour Relations Act (Rights)	Total 1982/83
			S.44 S.45*					S.44 S.45*	
Panels Provided	x	34	180	x 214	x	x	20	199	x 219
Arbitrators/Referees - ministerially arranged	262	49	203 1,092	1,606	209	4	23	213 1,194	1,643
Nominees Requested	x	8	52	x 60	x	x	2	66	x 68
Ministerial Nominations	x	0	0	x 0	x	x	1	0	x 1
Pre-Hearing Mediation Assignments	x	x	371 1,101	1,472	x	x	x	613 1,271	1,884
Pre-Hearing Mediation Settlements	15	x	280 719	1,014	x	x	x	418 995	1,413
Total Awards Filed	168	70	1,174 277	1,689	210	0	30	1,182 238	1,660
Total Awards Purchased (pages)	x	34,721			x				40,116

Legend: 0 - no activity
x - not applicable

* expedited grievance arbitration

OCCUPATIONAL HEALTH AND SAFETY DIVISION

Ann E. Robinson, PhD., FCIC
Assistant Deputy Minister

Brian Goodman, BA, LL.B, LL.M*
Executive Director

The Occupational Health and Safety Division seeks to improve worker health and safety in Ontario workplaces by:

- administration of the Occupational Health and Safety Act and regulations;
- reviewing existing programs;
- developing new strategies, regulations, guidelines and codes to prevent occupation-related injuries and illnesses;
- advising, educating or training (as appropriate) all parties with respect to rights, duties and responsibilities under the legislation.

The division is organized into six branches: Occupational Health, Construction Health and Safety, Industrial Health and Safety, Mining Health and Safety, Special Studies and Services, and Standards and Programs.

The complement for 1982/83 was 732.

The division administers the Occupational Health and Safety Act and regulations for construction projects, mines and mining plants, and industrial establishments. In addition to the lead and mercury regulations noted in last year's annual report, regulations respecting vinyl chloride, coke oven emission and asbestos became law.**

The development of control strategies for toxic substances has been a continuing priority. The division has continued its toxic substance regulation program: Notices of Intent to regulate arsenic, acrylonitrile, benzene and formaldehyde, and cadmium, chromium, ethylene oxide and styrene were published in November 1982. Briefs have been received and reviewed, and meetings held with interested parties.

Certain technical issues arising from the proposed noise regulation are under study by a three-person committee established by the ministry in March 1983. It is chaired by Mr. Kevin Burkett of the Ontario Labour Relations Board, with Mr. Ken Valentine, recently retired from the United Steelworkers of America, and Mr. Norm Lockington of Dofasco, serving as members. The committee is advised by Dr. Edgar Shaw of the National Research Council of Canada. The special advisory committee has received 67 briefs and will share its draft report with the parties prior to submitting its recommendations to the minister in October or November 1983.

On October 27, 1982 a regulation defining 'critical injury' took effect. The definition will assist the parties in carrying out their responsibilities regarding notification and investigation of accidents under the Act.

On March 9, 1983 the minister advised concerned parties by notice that a new regulation for fire fighters' head protection would take effect on June 1, 1983.

* Mr. Goodman's appointment took effect January 17, 1983.

** Following extensive work during the fiscal year 1982/83 the isocyanates regulation became law on July 15, 1983.

The division continued to consult with the parties regarding the extension of the Act to teachers, the farming community, and university professors. A draft regulation extending the Act to teachers was published during the year. A task force co-sponsored by the Ministry of Agriculture and Food was established to report on bringing farming operations under the Act.

The Mining Legislation Review Committee, under the chairmanship of Mr. Cam Barrett, has continued to review the mining regulations.

The division continued to administer the Lottery Awards Program. The Lottery Awards Committee approved funding for many significant programs and projects in the area of manpower training and applied research. The minister made awards totalling \$1.6 million.

Awareness of the Act and regulations is an important aspect of compliance. In addition to the Guide to the Act, the ministry has published its advertising campaign aimed at increasing worker and employer knowledge of the Act.

Consultation with management is another important means to achieve compliance with the legislation and reduce injuries and illnesses. The parties at the workplace must know their rights, duties and responsibilities, and division staff have continued to work with those concerned to this end. More specifically, the Office of the Special Advisor on Industrial Relations has played a significant role in identifying appropriate mechanisms useful in assisting parties to help themselves prevent occupational accidents and illnesses.

Members of the division work along with other agencies, such as Labour Canada and the Atomic Energy Control Board, having related interests and complementary legislation. Staff of the division serve as agents of Labour Canada in administering health and safety standards in uranium mines. The division also provides information to government agencies on the health effects of various chemicals. Occasional visitors from other jurisdictions have been welcomed by the division.

In January 1983, Dr. Robinson welcomed Brian Goodman to the newly created position of executive director. The executive director is responsible for the day-to-day operations of the six branches and related administrative program delivery and policy issues. The assistant deputy minister is responsible for strategic planning in respect of broader policy issues and external relations so important in the field of occupational health and safety.

Occupational Health Branch

Peter L. Pelmeur, MD, FFOM, DIH
Director

The Occupational Health Branch objective is to provide consultation and assistance to the inspectorate, employers and workers on the recognition, evaluation and control of health hazards in the workplace in order to promote a healthful and safe occupational environment for Ontario's workers. The branch therefore provides support services to the inspectorate branches of the Ministry of Labour, the Ministries of the Environment and Health and the Workers' Compensation Board.

The branch participates in the development of standards and guidelines to control industrial environments that may adversely affect the health of workers. Senior staff have participated in the development of the Designated Substance regulations and have been largely responsible for the development of the codes. The branch is now actively engaged in auditing the medical and hygiene aspects of the control programs established under the Designated Substance regulations, and provides a series of chest x-rays, pulmonary function tests and blood and urine analyses.

The branch's journal, Occupational Health in Ontario, is published under the direction of an editorial board, and is available to libraries and health personnel without charge. The journal provides the reader with informative insight into new scientific and medical opinions in the field of occupational health.

The Occupational Health Branch program is initiated and administered through the branch's three services and a resource section, each of which reports to the director through a chief of service.

The branch's complement during fiscal year 1982/83 was 187. This was comprised of:

Administration - the director, a manager of program administration, an administrative assistant, three physicians, two engineers, a scientist, an audiologist, a biostatistician, a liaison officer, a survey organizer, an administrator and 20 support staff.

Medical Service - 15 physicians, 10 nurses, 21 technicians and 13 support staff.

Hygiene Service - 21 hygienists and five support staff.

Laboratory Service - 13 scientists, 51 technicians and four support staff.

1982/83 Activities

The staff from all sections have made many presentations to seminars, conferences and scientific meetings. Papers have been accepted for publication in scientific journals.

Resource Section

To meet the demands for information on all aspects of occupational health and toxicology, the Resource Section provides scientific and medical support to the branch and ministry consultants, and assists in the development of codes for designated substances. The two special projects involving the assessment of hospital worker exposure to nitrous oxide, halothane and enflurane, and the assessment of worker exposure to formaldehyde, commenced in fiscal year 1981/82 were continued. During 1982/83 all field visits and reports (Anaesthetic Gases Project 74: Formaldehyde Project 75) were completed, and the statistical analysis of the data is ongoing.

In addition, an assessment of the environmental and respiratory status of workers exposed to isocyanates in four polyurethane foam plants was carried out in 1982/83. The report will be released shortly.

A Noise and Vibration project was initiated, and will continue in fiscal year 1983/4.

Under section 21 of the Act, companies are required to notify the Ministry of Labour of new agents in Ontario. Section 21 deals specifically with new toxic chemical or biological agents that have been introduced onto the market. Notifications are submitted to the director of the Occupational Health Branch, and a toxicologist within the Resource Section assesses the data supplied. Where a hazard to the health or safety of workers may exist, further reports and assessments are required by the director. Field visits to notifying companies are also performed. To date there have been 51 notifications, and the development of policy in regard to section 21 is ongoing.

The section, in conjunction with the Systems and ADP Branch, is co-ordinating the utilization of a computer system to accommodate all the data received by the OHB. The computer system involves the usage of mini-computers, satellite terminals and the Queens Park data storage facility. The computer is also utilized by the section for the data analysis of the ongoing research projects.

Occupational Health Medical Service

This service has three sections: physicians, nurses and chest service. The senior medical and nursing consultants are located at head office in Toronto, and the consultants in field offices with the inspectorate in Scarborough, Mississauga, London, Hamilton, Sudbury, Ottawa and Kingston.

Medical Consultants

The medical consultants work with the industrial, construction and mining inspectors as well as with other members of the branch to investigate situations where health hazards may exist, to evaluate occupational health services and advise on the establishment of medical surveillance programs. The physicians also act as consultants for the Workers' Compensation Board, hospitals and family physicians. The consultants have participated in the branch research projects and in education activities. In total, 843 field visits and 407 air quality comments were done by the medical consultants.

Nursing Consultants

The nursing consultants visit industries and institutions to promote employee health programs where none exist, and to encourage improvement and expansion of existing occupational health programs. During the 1982/83 fiscal year, the collection of health questionnaire data for the Anaesthetic Gases and the Formaldehyde Projects was a priority for the nursing consultants, and resulted in a considerable reduction in the number of field visits.

In total, 213 field visits were made to promote occupational health directly; 735 days and 134 days were used respectively to administer and collect questionnaires for the Anaesthetic Gases and Formaldehyde projects. This has been very exacting and demanding work because of the difficulty in finding and persuading both exposed and control workers in the defined population groups to participate. To date, over 4,000 of the 6,000 workers exposed to anaesthetic gases have been interviewed with 1,500 controls, and all 1,500 selected industrial workers exposed to formaldehyde with 600 controls have been interviewed.

Occupational Chest Service

Several important changes occurred during the 1982/83 fiscal year. With the closing of the Ministry of Health Provincial Chest Clinics, the Ministry of Labour took over the surveillance facilities for occupational lung disease in the Northern Ontario mining areas. These included the physical plant and staff of clinics in Thunder Bay, Elliot Lake, Sudbury, Timmins and Kirkland Lake. In all, five clinics and 22 persons were added to the staff, including three physicians located in Toronto, Sudbury and Timmins. The new senior medical consultant is Dr. J.O. Roos.

The Toronto clinic moved into improved quarters on December 13, 1982 at 880 Bay Street, 2nd Floor, Toronto, Ontario M7A 2C7. The telephone number remains unchanged, (416) 965-4075.

Major initiatives included a review and re-organization of administrative programs. An effort to create a Canadian panel of recognized readers of chest x-rays by the International Labour Office Code was started in preparation for a change-over to the ILO Code in Ontario reporting.

I - Chest X-ray Section

Chest x-ray examinations for the purpose of screening applicants for and carrying out regular surveillance of workers in exposure to hazardous industrial dusts has continued. It entails the examination of persons exposed to silica, asbestos, talc, beryllium, hard metal (tungsten carbide and cobalt), nepheline syenite and the isocyanates, etc. in plants, subject to the Occupational Health and Safety Act. Workers attend the chest clinics or the mobile units.

A total of 19,776 workers were examined. Of these, 10,109 were in silica exposure, 2,874 in asbestos exposure, 1,021 in isocyanate exposure and 5,772 in other hazardous dusts.

Twenty-seven persons were found to have newly developed silicosis. Of these, 11 had acquired their silica exposure in the foundry industry, one in the porcelain, pottery and enamel industry, three in the sandblasting industry and 12 in other silica exposure industries.

Examinations were conducted on 2,874 asbestos handlers. Newly developed asbestosis was diagnosed in 13 persons. In addition, newly developed pneumoconiosis was diagnosed in four persons.

Two persons were suspected of having pulmonary malignancy.

Fifty-two persons were diagnosed as having 'Dust Effects', i.e., pre-silicosis, pre-asbestosis or other pre-pneumoconiosis.

During 1982/83, 529 chest x-rays were re-taken on cases for evaluation by the Advisory Committee on Occupational Chest Diseases.

II - Pulmonary Function Laboratory

The laboratory continued its two main activities of pulmonary function surveillance in the surface industries of southern Ontario and diagnostic testing for the Advisory Committee on Occupational Chest Disease. Workers attend the chest clinics or the mobile units. The staffing has continued unchanged with three technologists and a physician-in-charge.

A respiratory questionnaire was developed with particular emphasis on asthmatic symptoms in preparation for a rationalization of testing protocols in industries where asthma is the predominant acute illness.

With access to the Queen's Park main-frame computer through the installation of a terminal, considerable efforts were made to integrate the new facility with the previous existing mini-computer. At the close of the year the software development was well underway and some routine procedures were already being handled by the large computer.

During the year the laboratory staff analysed results for 18,612 employees from 745 companies. Bronchodilation studies were continued in workers with airflow limitation.

Occupational Health Hygiene Service

The chief of service is located at the head office in Toronto, and the occupational health hygienists in field offices with the inspectorate in Scarborough, Mississauga, Hamilton, London, Windsor, Sudbury and Ottawa. They act as consultants to the inspectorate branches of the Ministry of Labour, and may also respond to requests from industry, trade unions, health units and community organizations through the inspectorate and the Worker's Compensation Board.

The service conducts field investigations of chemical, physical and other health hazards, audits exposure of workers to chemical substances and physical agents and recommends corrective action. These field visits are made to identify and evaluate workers' exposures and to recommend control measures for hazardous substances.

In the fiscal year, 1982/83, substantial improvements have been achieved by the service staff in the number of field visits, which were completed in spite of three hygienists-in-training on staff. The field visits are generally unannounced and the consultant is usually accompanied by an inspector from one of the ministry's line branches.

In total, 1,757 field visits, 832 air quality comments and 43 pre-development reviews were done by the Hygiene Service staff.

The service has provided significant input in the development of respirator codes for the designated substances. During 1982/83, five such codes were developed, reviewed and approved. The line branch inspectors, at several regional seminars, were subsequently trained in their application and use.

Engineering consultants of the service provide advice to the line branches on the quality of engineering controls during the review of plans and drawings submitted for approval. Hygienists participate regularly in internal and external educational activities, and papers have been published.

Occupational Health Laboratory

The laboratory provides analytical and air sampling services to the medical and hygiene services of the branch. Analyses are also requested by companies, physicians, health units and the Workers' Compensation Board and other government agencies.

Approximately 50 per cent of analyses are of blood and urine samples collected from workers exposed to hazardous substances; these samples are collected as part of medical surveillance programs. Analyses include determination of lead in blood, mercury in urine and cholinesterase in blood samples.

Analyses of adsorbents or filters used during air sampling procedures and of material samples of unknown identity or composition account for the remainder of the laboratory's caseload.

Twenty-five new analytical methods were developed, and many old ones are reviewed and improved.

Field visits are made by the occupational health technicians to sample the exposure levels of workers to chemical substances and physical agents at the request of branch consultants. They have also participated in the branch research projects.

The service has developed the codes for air sampling and analytical analyses for the designated substances; has introduced a proficiency testing program for clinical samples with private laboratories; and has embarked on a program to computerize laboratory data.

OCCUPATIONAL HEALTH MEDICAL SERVICE

Source of Physician and Nursing Visit Requests

Carry over from 1981/82		283
Industrial Health and Safety Branch		265
Occupational Health Branch	268 + 213 nursing	481
Construction Health and Safety Branch		5
Mining Health and Safety Branch		2
Workers' Compensation Board		325
Ministry of Health		1
Companies		16
Administration		3
Private Physician		8
Other		9
Total		1,398

Physicians Visits

	Requests	Field Visits	Outstanding
Carry Over	283		
April	55	72	
May	76	97	
June	70	73	
July	79	75	
August	60	50	
September	63	76	
October	73	80	
November	95	87	
December	88	80	
January	92	63	
February	73	65	
March	78	75	
Total	1,185	893	292

Nursing Visits

	Requests	Field Visits	Outstanding
Carry Over			
April	16		
May	17		
June	15		
July	17		
August	45		
September	12		
October	23		
November	19		
December	7		
January	8		
February	12		
March	22		
Total	213	213	0

Occupational Chest Service

Table 1

Chest X-Ray and Lung Function Clinics

Zone Number	Centres Visited	Plants Visited	Special Clinics
1	18	55	2
2	20	50	
3	9	27	1
4	12	102	
5	13	49	2
6	16	285	2
7	18	40	1
8	16	49	
9	11	38	
10	11	65	
Total	144	760	8

Table 2

Industries Added to Program

Exposure	Number of Plants	Employees In Exposure
Silica	9	532
Asbestos	3	47
Asb/Sil	1	7
Isocyanate	11	188
Other Dust	2	287
Total	26	1,061

Table 3

Plant Visits to Assess Exposure and or
Introduce Medical Surveillance

Silica Exposure	19
Asbestos Exposure	3
Combined Asb/Sil. Exposure	1
Isocyanate Exposure	15
Other Dust	3
Total	41

Table 4

Chest X-Ray Examinations

In Silica Exposure	10,109
In Asbestos Exposure	2,874
In Exposure to Combination of Asbestos and Silica	908
In Isocyanate Exposure	1,021
*In Other Hazardous Dusts	3,823
In No Significant Exposure	1,041
Sub-Total	19,776
WCB	529
Total	20,305

*Talc, Nepheline Syenite, Beryllium, Tungsten Carbide,
Cobalt, Cadmium, etc.

Table 5

Incidence of Pulmonary Tuberculosis

	Active	Doubtful Act.	Inactive	Total
Minimal	1	1	64	66
Mod. Advanced	0	1	1	2
Far Advanced	0	0	1	1
Suspected	2	0	0	2
Total	3	2	66	71

Table 6

Silicosis

Of 10,109 persons employed in various silica exposures, radiological evidence of silicosis was reported in 69. Twenty-seven (27) of these were newly diagnosed.

	Previously Reported	Newly Diagnosed	Total
Simple Silicosis	40	27	67
Complicated Silicosis	2	0	2
Total	42	27	69

Table 7

Asbestosis

Of 2,874 asbestos exposed persons examined, radiological evidence of asbestosis was reported in 33. Thirteen (13) of these cases were discovered in 1982-83.

	Previously Reported	Newly Diagnosed	Total
Asbestos Exposure	17	12	29
Asb/SII Exposure	3	1	4
Total	20	13	33

Table 8

Other Conditions Reported Upon

Pleurisy, inactive	566
Pleurisy, w/effusion	1
Dust Effects, uncomplicated	52
Dust Effects, with TBC	0
Heart abnormal	129
Aorta abnormal	163
Primary focus	536
Primary complex	183
Hilar calcification	215
Fungus Infection	75
Pneumonia	16
Emphysema	55
Increased lung markings	395
Sarcoidosis	5
Unspecified	1,396

OCCUPATIONAL HEALTH HYGIENE SERVICE

Source of Hygienist Visit Requests

Carry over from 1981/82	495
Industrial Health and Safety Branch	1,231
Occupational Health Branch	355
Construction Health and Safety Branch	38
Workers' Compensation Board	162
Companies	20
Administration	2
Ministry of Health	1
Other	7
Total	2,311

Hygiene Service Field Visits - Hygienists

	Requests	Field Visits	Outstanding
Carry Over	495		
April	157	117	
May	154	171	
June	146	132	
July	142	143	
August	109	93	
September	122	152	
October	147	181	
November	178	141	
December	149	162	
January	165	129	
February	175	170	
March	172	166	
Total	2,311	1,757	554

OCCUPATIONAL HEALTH LABORATORY

Environmental Assessment Requests

Carry over from 1981/82	382
Industrial Health and Safety Branch	3
Occupational Health Branch	1,243
Construction Health and Safety Branch	1
Companies	6
Total	1,635

Laboratory - Environmental Assessments

	Requests	Field Visits	Outstanding
Carry Over	382		
April	76	108	
May	118	110	
June	89	112	
July	133	92	
August	61	78	
September	117	96	
October	107	88	
November	129	111	
December	85	104	
January	87	88	
February	107	110	
March	144	142	
Total	1,635	1,239	396

Summary of Analyses

Clinical Samples	35,103
Materials Samples	2,469
Air Samples	27,376
Total Number of Analyses	64,948

Clinical Samples 1982

Arsenic In Urine, Hair and Nails	392
Beryllium In Urine	25
Cadmium In Serum	27
Cadmium In Urine	610
Cholinesterase In Blood	1,032
Chromium In Urine	275
Cobalt In Urine	14
Copper In Urine, Blood and Serum	11
Creatinine In Urine	1,945
Fluoride In Urine	1,133
Iron In Urine	1
Lead In Blood	13,977
Lead In Urine	11,773
Manganese In Urine	268
MDA In Urine	11
Mercury In Urine	2,716
Nickel In Urine	22
PCBs In Serum	89
Phenol In Urine	741
2-Thiothiazolidine-4-carboxylic acid (TTCA) In Urine	32
Zinc In Blood and Urine	9
Total	35,103

Materials

Abietic Acid	1	Cyanide Ion	4
Acetaldehyde	4	Cyclohexanone	8
Acetone	19	Decomposition Products	15
Acetic Acid	5	Detergent	10
Acrolein	1	Dichlorodifluoromethane	1
Alcohols (Misc.)	12	Dichloroethane	2
Aldehydes	10	1,1-Dichloroethylene	3
Aliphatic Hydrocarbons	57	Dichloromethane	4
Aluminum	27	Diethyl Ether	1
Amines	13	Diisodecyl Phthalate	4
Ammonia	6	Dimethyl Formamide	4
Ammonium Chloride	4	Dioxane	12
Amyl Alcohol	1	Dioxolane	1
Antimony	13	Dyes	1
Aromatic Hydrocarbons	32	Emulsifiers	2
Arsenic	19	Esters	45
Asbestos	740	Ethanol	16
Azo Dye	2	Ethyl Acetate	7
Barium	5	Ethyl Benzene	9
Benzene	8	Ethyl Cellosolve Acetate	2
Benzidene	1	Ethylene	3
Beryllium	7	Ethylene Glycol	3
Bismuth	8	Fatty Acid Ester	4
Borate	1	Ferric Chloride	1
Boron	4	Flash Point	11
Bromine	1	Fluoride	3
Buffing Stone	1	Fluorotrichloromethane	1
n-Butanol	14	Formaldehyde	19
Butyl Acetate	3	Formic Acid	4
Butyl Benzene	1	Furaldehyde	1
Butyl Cellosolve	3	2-Furaldehyde	3
Cadmium	28	Furfural	1
Calcium	33	Glycerol	1
Calcium Carbonate	1	Glycidoxypropyl Trimethoxysilane	1
Camphor	2	Graphite	1
Carbaryl	1	Hydrazine	4
Carbon	4	Hydrocarbons	43
Carbonate	4	Indium	4
Carbon Dioxide	19	Iron	43
Carbon Monoxide	1	Isobutanol	2
Carboxylic Acid	1	Isocyanates	8
Cellosolve	8	Isopropanol	17
Cellosolve Acetate	4	Isopropyl Acetate	2
Cellulose	1	Ketones	6
Cellulose Nitrate	1	Lead	110
Chlordane	1	Long Chain Alkyd	3
Chloride	7	Magnesium	21
Chlorinated Compounds (Misc.)	2	Manganese	26
Chlorinated Hydrocarbons	7	Methane	1
Chromium	34	Methanol	26
Clay	1	Methyl Cyclohexane	1
Coal Tar Pitch	1	Methyl Cyclopentane	1
Cobalt	3	Methyl Ethyl Ketone	19
Copper	36	Methyl Isobutyl Ketone	18

Minerals	19	Sodium	2
Mineral Wood	1	Sodium Bromate	1
Molybdenum	3	Sodium Gluconate	1
Napthalene	2	Sodium Hydroxide	1
Nickel	30	Solder/Flux	4
Nitrates	2	Solvents	23
Nitrites	10	Stearic Acid	1
Nitropropane	3	Stoddard Solvent	1
Nitropyrene	1	Styrene	3
Oils	7	Styrene/Methacrylate	1
Oils, Vegetable	2	Sucrose	1
Organic Peroxides	1	Sulphate	5
Organo Phosphates	1	Sulphide	2
PCBs	13	Sulphur	2
Perchloroethylene	2	Sulphur Dioxide	1
Petroleum Ether	1	Surfactant	1
Petroleum Tar	1	Talc	8
Phenol	6	Tellurium	2
Phenolic Compounds	1	Terpenes	1
Phosphoric Acid	2	Tetramethyl Benzene	1
Plasticizer	1	Tin	21
Polyethylene Oxide Adduct	1	Titanium	11
Polymers	92	Toluene	56
Potassium Hydroxide	2	Toluene/Xylene	2
n-Propanol and n-propoxyethanol	1	Toluene Diisocyanate	1
Quaternary Ammonium Salts	2	Trichloroethane	4
Rosin	1	1,1,1-Trichloroethane	5
Rubber	2	Triethanolamine	1
Selenium	9	Trimethylamine	1
Silanes	1	Trimethylbenzene	13
Silica	1	Tungsten	2
Silica (Free)	174	Uvitex	1
Silicate	1	Vanadium	2
Silicon	1	Vinyl Chloride	3
Siloxane	1	Wax	5
Silver	7	Xylenes	42
Soap	10	Zinc	36
		Total	2,469

Materials: Summary of Sources

IHSB	469	WCB	12
OHB	1,162	Companies	10
MHSB	112	Schools	1
CHSB	149	Regional Health Units	4
Ministry of Health	3	Other	3
Health Units	50		
Special Surveys (asbestos)	226		
Special Studies	6	Total	2,207

Air Samples

Acetaldehyde	38	Diethyl Nitrosamine	10
Acetic Acid	72	Diisobutyl Ketone	124
Acetone	471	Dimethyl Formamide	63
Acetonitrile	15	Dimethyl Phthalate	5
Acrolein	278	Dioxane	26
Acrylonitrile	24	Dursban	6
Allyl Alcohol	10	Enflurane	553
Aluminum	81	Epichlorohydrin	31
Ammonia	216	Ethanol	310
Antimony	48	Ethoxy Ethyl Acetate	20
Arsenic	60	Ethyl Acetate	171
Asbestos (Airborne)	8	Ethyl Benzene	172
Baygon	9	Ethyl Cellosolve	12
Benzene	209	Ethyl Cellosolve Acetate	16
Benzene Solubles	99	Ethyl Ether	10
Benzo(a)Pyrene	10	N-Ethyl Morpholine	58
Beryllium	52	Ethylene Glycol	10
Boron	15	Ethylene Glycol Monoethyl Ether	8
Bromine	6	Ethylene Oxide	72
Butadiene	17	Fluoride	94
n-Butanol	254	Formaldehyde	1,866
2-Butoxy Ethanol	5	Formic Acid	9
Butyl Acetate	98	Freon 11	70
Butyl Benzene	28	Freon 12	78
Butyl Cellosolve	145	Freon 13	3
Butyl Cellosolve Acetate	63	Freon 113	32
Butyl Methacrylate	8	Furfural	8
Cadmium	281	Furfural Alcohol	11
Calcium	17	Glutaraldehyde	28
ε-Caprolactam	18	Glycidoxypropyl Trimethoxysilane	23
Captan	6	Halothane	631
Carbaryl	21	HDA	8
Carbon Disulfide	28	n-Heptane	85
Cellosolve	206	n-Hexane	271
Cellosolve Acetate	198	Hydrazine	7
Chlordane	5	Indium	11
Chloride	148	Iron	291
Chlorine Dioxide	42	Isocyanates	2,183
Chlorite	9	Isoflurane	225
Chloroethane	7	Iso-octane	5
Chloroform	29	Isophorone	98
Chromium	549	Isopropanol	213
Chromium (Hexavalent)	21	Isopropyl Acetate	33
Cobalt	79	Isopropyl Benzene	10
Copper	375	Isosorbide Dinitrate	10
Cyanide	78	Lead	3,162
Cyclohexane	9	Lindane	10
Cyclohexanone	47	Magnesium	17
Diacetone Alcohol	197	Maleic Anhydride	5
Diazinone	6	Manganese	98
Dichlorobenzene	10	Mercury	18
O-Dichlorobenzene	10	Methanol	256
Dichloroethylene	7	Methylamine	8
Dichlorvos	21	Methyl Cellosolve	17
Diethyl Ether	12	Methyl Chloroform	53

Methyl Ethyl Ketone	624	Propyl Acetate	76
Methyl Ethyl Ketone Peroxide	22	Propylene Glycol Monoethyl Ether	24
Methyl Isobutyl Ketone	241	Quartz (Respirable)	2,211
Methyl Methacrylate	27	Silver	21
Methyl Mercaptan	21	Sodium Hydroxide	30
Methyl Styrene	26	Solvesso 100	231
Methylene Chloride	253	Solvesso 150	91
Mercury	278	Stoddard Solvent	393
Mineral Spirits	28	Styrene	456
MOCA	25	Sulphate	55
Molybdenum	17	Toxaphene	6
Morpholine	10	Thiram	6
Naphtha	441	Tin	24
Naphthalene	10	Titanium	7
Nickel	244	Toluene	1,073
Nitrate	13	1,1,1-Trichloroethane	273
Nitric Oxide	29	1,1,2-Trichloroethane	19
Nitrogen Dioxide	38	Trichloroethylene	89
Octane	73	Trichlorofluoromethane	10
Octyl Phthalate	6	Triethylamine	55
Oil Mist	125	Triethyleneamine	5
Ozone	594	Trimellitic Anhydride	5
PCBs	155	Trimethyl Benzene	178
Pentane	111	Turpentine	17
Petroleum Distillates	12	Uvitex	6
Perchloroethylene	111	Vanadium	18
Petroleum Ether	12	Varsol	6
Phenol	129	VCM	78
Phosphate	23	Vinyl Acetate	12
Potassium Hydroxide	9	Vinyl Chloride	177
n-Propanol	126	Xylene	1,043
Propionaldehyde	4	Zinc	439
Propoxur	6		
		Total	27,376

Construction Health and Safety Branch

D.M. Pizak, P. Eng
Director

The Construction Health and Safety Branch is concerned with the health and safety of workers engaged in all aspects of the construction industry, including erection, alteration, repair, demolition, dismantling and moving of such projects as buildings, structures, shafts, tunnels, work under compressed air, highways, railways, sewers, watermains and conductors of electrical energy and solids, liquids or gases. The branch is headed by a professional engineer, with seven professional engineers on staff.

The branch is responsible for the administration of the Occupational Health and Safety Act, R.S.O. 1980, C. 321 and the Revised Regulations of Ontario 691/80, for Construction Projects.

Through its inspection program, approximately 9,000 to 12,000 notifiable, and 4,000 to 6,000 non-notifiable construction projects are inspected annually across the province for compliance with the above legislation.

The field inspectors investigate all fatalities, most serious accidents and any unusual situations or occurrences that may be hazardous on construction projects.

On March 31, 1983, the branch had a complement of 117, including one director, 103 field inspectors and 13 support staff.

1982/83 Activities

During the 1982/83 fiscal year, construction health and safety officers completed 60,993 inspections, a decrease of about five per cent from the 1981/82 fiscal year. A total of 24,378 orders were issued during these inspections, compared with 27,903 during the previous fiscal year.

There has been a declining trend in the occurrence of fatalities on construction projects during the past five years, with a total of 35 occurring during fiscal 1978/79, and an all-time low of 19 occurring during fiscal 1982/83, the fewest number recorded since the introduction of provincially-enforced occupational health and safety legislation.

Inspection of construction projects included 1,316 inspections of 137 underground projects. A total of 563 orders were issued during these underground inspections.

Inspection and Fatality Data	1982/83	1981/82
<hr/>		
Complement	117	117
Workers In the Work Force	254,500	225,500
Projects/Establishments	9,224	10,801
Non-Fatal Accidents Reported	9,347	10,419
Accidents Investigated	751	1,091
Fatalities Investigated	19	37
Refusals to Work Investigated	5	7
Complaints Investigated	1,069	1,182
Inspections	60,993	64,512
Orders Issued	24,378	27,903
Repeat Orders	3,097	3,236
Stop Work Orders Issued	408	510
Consultations	468	1,103
Case Prosecutions	245	323
Convictions	205	267
Fines	\$319,984	\$158,875
Revenue	Nil	Nil

Underground Project Inspection Summary
April 1, 1982 to March 31, 1983

	Projects under Inspection	Completed during year	C/F to next year	Length of Tunnel feet		Projects under Compressed Air	No. of Inspects.	No. of Directs.	No. of Inspections with no Directions
				Less than 60"	60" and over				
Long tunnels	61	37	24	8,056	23,612	9	1,019	436	798
Short tunnels (under 50')	37	25	12	2,239	90	-	176	90	136
Jacked tunnels	11	8	3	2,606	197	-	65	29	46
Other underground structures	28	20	8	150	-	-	56	8	41
Totals	137	90	47	13,051	23,899	9	1,316	563	1,021

Projects Under Compressed Air
April 1, 1982 to March 31, 1983

No.	Location	Pressure		No. of Decompressions			Total	No. of Cases of Decompression Sickness
		Min.	Max.	Shift Workers	Supervisors Etc.			
81/27	Toronto	4	11	122	52		174	-
81/54	Toronto	2	4	85	59		144	-
81/76	York	3	11	172	85		257	-
81/90*	Ottawa	5	13	3,848	1,632		5,480	-
81/177	East York	2	6	802	474		1,276	-
81/133*	Toronto	2	9	2,146	616		2,762	-
82/17	Toronto	5	10	108	29		137	-
82/50	York	3	14	418	245		663	-
82/69*	Scarboro	3	10	552	209		761	-
Totals				8,253	3,401		11,654	

* Projects still in progress in April, 1983.

There were no cases of bends reported for the year 1982/83.

Industrial Health and Safety Branch

W.S. Melinyshyn, P. Eng*
Director

The Industrial Health and Safety Branch, operating under the Occupational Health and Safety Act, R.S.O. 1980, C. 321, Revised Regulations of Ontario 692/80 for Industrial Establishments, and designated substance regulations for lead, mercury, asbestos, coke oven emissions and vinyl chloride, is responsible for ensuring implementation of effective occupational health and safety programs designed to reduce the incidence of illness or injury caused by industrial activities and processes across the province.

The Act applies to an estimated 3.1 million workers in more than 150,000 industrial establishments/institutions in this province, including those employed in industry, logging, hospitals, schools, colleges, universities, police, fire, detention and correctional institutions, transportation and municipalities.

Officers of the branch inspect workplaces at various intervals and always in conjunction with a system supporting self regulation and involvement by labour and management. Employers and employees themselves have the primary responsibility of occupational health and safety programs in their workplaces and are encouraged to meet their individual responsibilities.

The branch conducts investigations into deaths, critical injuries, serious accidents and complaints about working conditions as well as into situations where workers refuse to work because they have reason to believe that their health or safety is endangered and they have been unable to resolve the issue with the employer and worker representatives.

The increasing use of toxic chemicals and agents in the workplace requires careful monitoring to establish controls of potential health and safety hazards. The branch arranges health surveys of establishments where these particular hazards may occur in co-operation with the Occupational Health Branch and, based upon the findings, takes appropriate action. The branch officials devoted particular attention to the implementation of the designated substance regulations as they became law.

Professional engineers on staff with the branch review drawings of new industrial buildings or proposed alterations to existing structures and provide professional technical expertise to ensure compliance with the Act and regulations.

On March 31, 1983 the Industrial Health and Safety Branch had a staff of 184, including one director, 167 field staff and 16 support staff.

1982/83 Activities

During the year, officials of the Industrial Health and Safety Branch completed 46,480 inspections, and issued a total of 56,435 orders. The number of fatalities under the legislation administered by the branch increased from 39 to 54. Of these, 46 occurred in industrial workplaces and eight occurred at logging operations.

*On April 5, 1982 Jim McNair was appointed special consultant to the assistant deputy minister, and Walter Melinyshyn assumed the responsibility of director.

The total of non-fatal accidents increased from 81,507 in 1981/82 to 85,992 in 1982/83. Of the total number of accidents, about 64.1 per cent occurred in unionized workplaces.

Analysis of Non-Fatal Accident Reports

(figures in brackets refer to unionized industrial establishments)

Accident Group	Number of Industrial Establishments		Number of Production Employees		Number of Accidents Reported	
NII	53,687	(6,636)	524,049	(195,920)	-	-
1-5	14,248	(3,791)	429,215	(190,940)	26,848	(8,339)
Over 5	3,266	(2,204)	611,595	(491,471)	59,144	(46,809)
Total	71,201	(12,631)	1,564,859	(878,331)	85,992	(55,148)

Inspection and Fatality Data	1982/83	1981/82
Complement	184	187
Workers in the Work Force	3,100,000	3,250,000
Projects/Establishments	150,000	150,000
Non-Fatal Accidents Reported	85,992	81,507
Accidents Investigated	571	655
Fatalities Investigated	54	39
Refusals to Work Investigated	118	153
Complaints Investigated	97	98
Inspections	46,480	48,859
Orders Issued	56,435	71,285
Repeat Orders	8,057	8,576
Stop Work Orders Issued	985	1,361
Pre-Development Review (Plans Review)	1,962	3,132
Case Prosecutions	73	80
Convictions	52	46
Fines	\$152,750.00	\$147,650
Revenue	\$548,139.90	\$1,042,935

Mining Health and Safety Branch

P.B. McCrodan, P. Eng
Director

The Mining Health and Safety Branch encourages employers and workers in the mining industry to prevent accidents and health problems through co-operative identification and control of health and safety hazards in mining and mine-related workplaces in Ontario.

The branch's activities apply to 162 underground mines, 58 open-pit mines, 5,849 sand and gravel pits and quarries, 65 metallurgical and ore processing plants and 54 clay, shale and peat workings. These establishments employ approximately 49,514 people.

The branch administers the Occupational Health and Safety Act, R.S.O. 1980, C.321, Revised Regulations of Ontario 694/80, for Mines and Mining Plants, and designated substances regulations.

The Mining Health and Safety Branch has a complement of 94, including nine mine rescue training officers. This complement of 94 engineers, inspectors, technicians, mine rescue training officers and clerical support staff covers four engineering disciplines - mining, electrical-mechanical, working environment and metallurgy.

1982/83 Activities

The branch's programs promote safe work conditions, practices and measures to minimize health and safety hazards in the mining environment. They are carried out within a complex framework of inspections, investigations and consultations.

Inspection Program

The inspection program is an ongoing program to audit compliance with the Act and Regulations.

All active workplaces in all operations are inspected for compliance. Types of operations inspected are:

Type of Operation as of March 31, 1983	Active Operations	No. of Employees
Mines	162	25,533
Open Pits	58	2,092
Quarries	356	3,010
Metallurgical Plants	30	7,732
Metallurgical Labs	11	496
Clay and Shale Pits	34	61
Peat Workings	20	91
Sand and Gravel Pits	5,493	9,987
Diamond Drilling	28	169
Aggregate Plants	25	343
Total	6,217	49,514

Many pits are worked only on an intermittent basis, and so would not be inspected regularly throughout the year. The objective is to visit each mine three times per year; sand and gravel pits are checked twice per year and inspected if they are found active; other operations are inspected two or three times per year.

In 1982/83, 5,673 inspections were made.

Orders are issued when contraventions have been identified.

In 1982/83, 4,712 orders were issued.

All orders are followed up to ensure compliance; failures to follow an order are extremely rare.

Charges are laid for serious infractions, for repeated violations of the same type or for failure of the company to take action as required. In 1982/83, there were two convictions and \$12,650 in fines.

Investigation Program

The Mining Health and Safety Branch carries out investigations of all fatal accidents, serious accidents, unusual occurrences, refusals to work and other occupational health and safety complaints from workers in the mining sector. Ministry staff may be reached 24 hours a day to investigate fatalities, serious accidents or refusals to work.

All fatalities are investigated and detailed reports of the investigations are published. During the fiscal year 1982/83, six fatalities were investigated.

The branch has developed a computer program to collect and analyse data on the types of non-fatal injuries reported, and/or the cause of serious accidents and unusual occurrences.

The branch investigates cases of refusals to work that have been reported to them by employers, workers or their representatives. There were 13 investigations into work refusals in 1982/83. The branch staff also investigates other complaints concerning unsafe or unhealthy conditions.

Legislation Review

Legislation is under continual review as a result of investigations into critical injuries and fatalities. The Regulations for Mines and Mining Plants are closely scrutinized for technical currency, consistency and applicability by the branch's engineering staff, not only as a result of investigations, but as a result of pre-development reviews of employers' projects, and engineering reviews of mines and plants.

The Ministry of Labour maintains the Mining Legislation Review Committee, under the chairmanship of Mr. C. Barrett, to periodically review the recommended changes to the regulations, and to make recommendations to the Minister of Labour. The committee consists of four representatives from the mining industry and four from the labour unions. The committee meets as required to discuss proposed changes. As a result of the last meeting, 74 new or revised sections of the regulations were recommended to the minister.

The continued functioning of the committee has given Ontario a mechanism for maintaining its mining health and safety regulations in a technically current and up-dated form on an ongoing basis. With strong input from both the industry and labour representatives, the legislation has achieved a high level of acceptance and credibility, and has become a model that other jurisdictions in Canada and abroad are using for their own legislation.

Wire Rope Testing

By statute, all wire rope used in hoisting installations must be tested by the Government of Ontario Wire Rope Testing Laboratory before use and at intervals during service. Each wire rope is tested for strength of material in its components, including a breaking test. The tensile machine has a capacity of up to 600,000 pounds tension. During 1982/83, the laboratory completed 975 tests.

Environmental Surveys

In 1982/83, 72 surveys and 418 inspection/audits were conducted. Two engineers and nine inspectors, specializing in environmental health, conduct surveys twice yearly at each mine. Measurements are made for dust, silica, oxygen, carbon monoxide, noise, diesel emissions, sulphur dioxide, heavy metals, etc. In addition to this, the ministry audits company data on workplace concentrations of toxic substances.

Education and Guidance - Regulation Modules

The Mining Health and Safety Branch provides, through formal and informal discussions, education and guidance on health and safety matters to employers and employees in the mining industry.

The branch prepares Information Sheets, which serve as supplementary explanatory material on the regulations for use by branch inspectors and by the mining industry.

This year the branch has embarked on a program, in conjunction with the Mines Accident Prevention Association of Ontario (MAPAO) and in consultation with the mining unions, of producing a series of instruction modules relating to the Regulations for Mines and Mining Plants.

These modules are designed to illustrate the intent of the regulation, to show what the inspector will look for during his inspection, and to show the demonstrable hazards associated with the equipment or technique.

The modules will consist of an instruction book, a workbook and a slide-tape presentation, which will accomplish the purposes described above. The concept behind this project is to provide a better understanding of the legislation to the inspector, the supervisor and the worker. By directing these modules at the supervisor, the branch intends that the meaning of the legislation will be carried by him to the workers under him; thus by instructing one supervisor, we can reach 10 or 20 workers. Condensed versions of the modules are also being prepared for use at 'work crew safety meetings' that are frequently held before the crew go to work for the day.

The branch currently estimates that a total of about 60 modules will be produced, covering every aspect of the regulations.

Predevelopment Review

The Mining Regulations of the Occupational Health and Safety Act specify that the Mining Health and Safety Branch director must receive notification of all new developments or construction, introduction of new process technology, use of new methods of construction or of equipment installation, major alterations of mining technique or technology or the making of major additions or alterations. Branch staff then reviews the

plans to reduce the possibility of built-in occupational health and safety hazards. Employees receive notification of the new developments at the same time as the director.

Mine Rescue Program

This program trains specialists at each mine in the direction and control of special mine rescue procedures.

The director of the Mining Health and Safety Branch has overall responsibility for the mine rescue program in Ontario. The training officers maintain a number of stations and substations equipped with breathing apparatus and fire fighting equipment as well as other emergency equipment and supplies, to respond immediately to any mine emergency. Mine rescue training officers train specialists at each mine in the direction and control of special mine rescue procedures.

The Mine Rescue Program aims to maintain a high level of preparedness for dealing with mine catastrophes through training of rescue teams and maintenance of rescue equipment.

This program is funded by assessment on the mining industry through the Workers' Compensation Board.

Eight mine rescue training officers and a senior officer divide their time between training new miners in mine rescue techniques, holding refresher training courses to keep active mine rescue personnel prepared to handle rescue emergencies and fires, checking and maintaining mine rescue breathing apparatus in manned and unmanned rescue stations and holding mine rescue competitions to allow trained rescue personnel to test their preparedness.

During 1982/83, 932 men participated in the mine rescue training program, and 52 seven-man teams competed in eight district mine rescue competitions. A number of fires were responded to, plus innumerable calls to be on the alert for emergencies or fire drills.

Mining Health and Safety Data

Statistics from April 1, 1982 - March 31, 1983

	1982/83	1981/82
Complement	92	92
Number of Workers	49,514	56,091
In Mines	39,527	45,736
In Sand and Gravel Pits	9,987	10,355
Number of Underground Mines	162	152
Number of Surface Mines	58	48
Number of Pits and Quarries	5,849	5,699
Number of Metallurgical and Ore Processing Plants	65	66
Number of Clay, Shale and Peat Workings	54	55
Number of Inspection Reports	5,673	*6,940
Total Inspection Hours Spent Investigating Complaints	1,729	2,192
Total Inspection Hours Spent on Pre-Development Review	12,230	9,628
Number of Orders Issued	4,712	6,158
Number of Stop Work Orders	28	37
Case Prosecutions	6	6
Number of Convictions	2	5
Value of Fines Collected	12,650	12,875
Refusals to Work Investigated	13	21
Number of Mine Rescue Stations	8	7
Number of Mine Rescue Substations	31	31
Miners under Training in Mine Rescue	932	1,112
Wire Rope Tests	975	1,101
Non Fatal Accidents Reported in Mines	1,404	2,241
** Pits and Quarries	284	305
Number of Serious Accident Investigations	64	100
Number of Fatalities	6	12
Underground	5	7
Surface	-	2
Metallurgical	-	1
Sand and Gravel Pits	1	---
Quarries	---	2
Revenue		
Wire Rope Testing	\$159,074.23	\$179,323.84

* Figure adjusted to reflect actual number of inspections.

** These figures are for the period January 1 - December 31.

Special Studies and Services Branch

Maxwell Fitch, MD*
Director

This branch is concerned primarily with programs to prevent illness and injury. Its responsibilities are:

- to support the development of divisional regulatory strategies by:
 - (a) acting as a resource to the division on the long-term health effects of exposure to various toxic or hazardous agents;
 - (b) keeping abreast of world literature on the causes and prevention of occupationally-related diseases and injuries;
- to carry out short or long-term investigations of health problems associated with occupational exposure to hazardous agents;
- to evaluate the health of particular groups of workers, such as uranium miners and workers exposed to silica or asbestos;
- to conduct and/or sponsor research related to problems of occupational exposure to hazardous agents and evaluation of the health status of exposed workers;
- to monitor the use of radioactive materials insofar as the province has jurisdiction;
- to conduct studies and research in the area of occupational safety, and act as a resource in matters relating to the safety of work procedures;
- to prepare contingency plans for, and provide technical support in, emergencies relating to nuclear generating stations.

Activities and services to meet the branch objective are conducted by four separate but interrelated services: the Radiation Protection Service, Health Studies Service, Safety Studies Service and Radiation Protection Laboratory.

On March 31, 1983 the Special Studies and Services Branch had a complement of 68: Radiation Protection Service, 21, Radiation Protection Laboratory, 20, Health Studies Service, 15, Safety Studies Service, eight and Administration, four.

1982/83 Activities

Health Studies Service

This service provides information and consultation on the possible long-term health effects of various agents associated with industrial processes, and makes recommendations for levels of exposure in industry.

The service co-operates with other branches as well as with the Workers' Compensation Board, the Ministry of the Environment, the Ministry of Health, the Atomic Energy Control Board and other groups concerned with the health of workers and the effects of industrial pollution on the general community.

* Dr. Fitch retired on May 31, 1982 and Dr. Ann E. Robinson was appointed interim director. In June 1983 Dr. G. Wright was appointed acting director.

A major activity of the service is the preparation of health criteria documents on chemicals proposed for designation. Other activities have included studies of mortality and morbidity in asbestos product manufacturing, with the development of an asbestos register of workers especially at risk. Surveillance of workers exposed to vinyl chloride monomer and certain nickel compounds is maintained. A data base of mortality in Ontario from selected causes of death from 1955 to 1977 has been prepared and will continue to be developed, and methods of record linkage to determine mortality in specific study groups have been established.

Support for other ministries, particularly the Ministry of the Environment consists mainly of the provision of medical advice to population groups and individuals exposed to potentially toxic chemicals in air or drinking water.

The service has a complement of six medical consultants, a statistician and support staff.

Radiation Protection Laboratory

This laboratory provides a capability for the analysis of a wide range of radioactive substances and serves all provincial agencies charged with the responsibility for programs associated with the surveillance of uranium mining, milling and processing plants, nuclear reactors and other facilities that use radioactive isotopes.

The laboratory provides technical advice to provincial agencies and to industry on establishing or improving their capability, interpreting results and designing surveillance programs. Methodology development and improvement is a continuous process.

During the year a total of 22,720 measurements were carried out for these various programs. There was a significant increase in the number of measurements for specific radioisotopes and a corresponding decrease in the measurements for gross or total activity.

A breakdown of the measurements carried out on the various types of samples is shown in the following Table:

Type of Samples Analysed During 1982/83

Type of Sample	No. of Measurements
1. Water	10,934
2. Air filter	4,576
3. Urine	2,339
4. Milk	502
5. Swipe	1,362
6. Blood	56
7. Tissue	274
8. Radon daughter counting equipment	109
9. Dustfall	2,036
10. Filter cartridge	177
11. Soil and sediment	129
12. Hair	34
13. Air	74
14. Fish	8
15. Miscellaneous	110
Total	22,720

Development of radioanalytical methodology, a major activity of the laboratory, included the acquisition of equipment to process samples taken from nuclear reactor areas for the measurement of carbon-14 and to improve the efficiency to measure gamma ray emitting radioisotopes.

A new provincial radiation contingency master plan was drafted by the Ministry of the Solicitor General, the lead ministry for contingency planning in Ontario, and a great deal of effort was devoted to revising existing operating procedures to ensure compatibility with this new plan.

The laboratory co-operated with the Ministry of the Environment to carry out a wide range of measurements for radioisotopes for the International Joint Commission Great Lakes surveillance program.

Interlaboratory comparison measurements were carried out regularly during the year between the United States Environmental Protection Agency, the International Atomic Energy Agency and the Atomic Energy Control Board.

The laboratory has a complement of 20, which includes scientists, technicians and support staff.

Radiation Protection Service

The service's responsibility is to protect the people of Ontario from unnecessary exposure to radiation in working and living environments as delineated in specific areas by the Occupational Health and Safety Act and by Reg. 855 (X-ray Safety, formerly Reg. 721) under the Public Health Act. In addition, all the scientific and technical staff in the Radiation Protection Service perform key functions in the provincial nuclear off-site contingency plan, which would be put into effect in the event of an accident at a nuclear reactor facility.

Ongoing programs of the service during 1982/83 have been:

- safety inspection of x-ray installations in industry, education and veterinary practice (186 x-ray facilities inspected, 56 plans checked for adequacy of radiation shielding);
- safety inspection of commercial microwave ovens (937 ovens checked for radiation leakage);
- on behalf of the Ministry of Housing, measurements of radon daughter concentrations occurring in newly constructed houses in Elliot Lake and Bancroft for compliance with a standard in O/Reg 555/78 under the Building Code Act (642 new houses were checked; 97 houses rechecked);
- investigation and follow-up of 13 reported cases of possible radiation over-exposure, and monitoring of 73 instances of high personal dosimeter readings.
- safety inspection of 58 locations where some form of non-ionizing radiation was being used (radiofrequencies, microwaves, ultra-violet light, laser devices);
- safety inspection of a limited number of radioisotopic installations on request;
- technical guidance was provided to staff of the Ministry of the Solicitor General in the course of their preparation of a new nuclear contingency off-site plan for the Province;
- technical planning against possible accidental release of radioactive material from nuclear power plants or transportation accidents in giving shipments of radioactive materials;
- assembly of responses to requests for information on non-ionizing radiation emitting devices;
- providing advice, information and assistance to industry, government agencies and the public on all aspects of radiation protection.

Work has continued in the development of new methods of measurement, evaluation of new instruments, construction of special instruments, maintenance and calibration of equipment and construction of new instrument calibration facilities with a view to more complete, reliable and faster evaluation of radiological hazards.

Investigation and assessment of new radiation hazards, particularly the various forms of non-ionizing radiation, has continued.

The creation within the Ministry of the Solicitor General of a new provincial nuclear contingency off-site plan necessitated the preparation of a new technical procedures manual, which was tested at a major exercise at the Pickering Generating Station.

Safety Studies Service

This service undertakes multidisciplinary research of factors that contribute to occupational accidents and diseases. Its staff includes six professionals representing engineering, ergonomics, applied physiology, psychology and statistical testing. This multidisciplinary approach allows insight into the short and long-term effects of various actions, procedures, equipment and environmental factors in the workplace. Staff act in a consultative capacity for the line branches by preparing technical

reports following work site visits and by giving seminars on safety related topics. Research objectives are formulated to provide information on applied problems in order to reduce occupational injuries and diseases within the province. The objectives are achieved through the combined use of existing information and self initiated data collection. The information obtained is disseminated through the consultative role of the service, seminars and in published format.

Some areas of study activity include commercial diving, manual materials handling, tenosynovitis, shiftwork, heat stress, female capacity for physical work, degenerative disease of the lumbar spine, fall protection, physically disabled individuals and the ergonomic considerations of office work, including visual display terminals.

Particular activities of the service include:

- Investigation of the design of cashier work stations;
- work site visits related to: the safe lifting of objects, proper design and use of hand tools, occupational stress;
- development of technical material related to: commercial diving regulations, fall protection, physiological effects of cold exposure, psychomotor performance.

Reports have been completed on:

- work practices to reduce heat strain;
- attitudes, communications and occupational safety;
- overcoming attitudes toward disabled employees;
- human factors and fire safety;
- safety criteria for manual materials handling.

Seminars have been presented on:

- diving safety;
- stress reduction;
- work physiology;
- ergonomics;
- ergonomic design of the office environment;
- heat stress;
- work place design for the disabled.

Standards and Programs Branch

Alan D. Heath
Director

The responsibilities of this branch are to assemble and analyse data on workplace hazards, co-ordinate the development of programs to control the exposure of workers to hazards in the workplace and co-ordinate the development and evaluation of Occupational Health and Safety Division policies and programs on behalf of the assistant deputy minister.

On March 31, 1983 the branch had a complement of 73.

1982/83 Activities

In fiscal year 1982/83 the branch:

- completed regulations and final reports for submission to the minister on coke oven emissions, asbestos, noise and isocyanates and met with the Advisory Council on Occupational Health and Occupational Safety to discuss the development of the regulations as outlined in the final report.
- completed regulations and final report on silica for submission to the minister and Advisory Council on Occupational Health and Occupational Safety.
- published the Regulation respecting Vinyl Chloride - made under the Occupational Health and Safety Act and the Regulation respecting Coke Oven Emissions made under the Occupational Health and Safety Act in July 1982.
- published the Regulation respecting Asbestos - made under the Occupational Health and Safety Act in August 1982.
- published a proposed regulation for asbestos on construction projects, and reviewed comments received on the proposed regulation.
- met with industry and labour groups as necessary with respect to the proposed regulation for asbestos on construction projects.
- prepared a seminar on the proposed regulation for asbestos on construction projects for presentation to the Construction Health and Safety Branch inspectorate.
- published a Notice of Intent to Designate for eight substances: arsenic, acrylonitrile, benzene, formaldehyde, chromium, cadmium, ethylene oxide and styrene.
- met with industry representatives as necessary to receive and review their comments with respect to the Notice of Intent to Designate arsenic, acrylonitrile, benzene, formaldehyde, chromium, cadmium, ethylene oxide and styrene.
- developed materials for a proposed regulation for noise in the trucking industry and construction industry. Met with trucking and construction industry management and labour representatives as necessary to discuss a regulation for noise.
- received and reviewed draft reports by consultants on coal tar pitch volatiles, and aromatic amines and azo dyes.
- received and reviewed final reports prepared by consultants on nickel and its compounds, three chlorinated hydrocarbons (trichloroethylene, tetrachloroethylene and 1,1,1-trichloroethane), and ethylene oxide.
- assembled background information and prepared project specifications for studies by consultants on trimellitic anhydride, epoxy resin systems, chlorine and pesticides.
- assembled information on the health effects and use in Ontario of ethylene glycol ethers, carbon disulphide, alcohol solvents, aliphatic hydrocarbon solvents, selected chlorinated hydrocarbons and ammonia.

- prepared material on the administration of regulations for the designated substances.
- assembled information for a draft report on occupational health in dental offices.
- produced and distributed to the inspectorate of the Occupational Health and Safety Division data sheets on xylene, acetone and phosgene.
- prepared data sheets on 1,1,1-trichloroethane, vinyl chloride, arsine, lead chromate, tetramethyl and tetraethyl lead, elemental lead, lead arsenate, benzene, diphenylmethane diisocyanate, toluene diisocyanate, acrylonitrile, ammonia, epichlorohydrin, asbestos, mercury and carbon monoxide.
- provided input into the working groups of the Workplace Hazardous Materials Information System Project, a tripartite effort of Labour Canada, the provincial labour ministries and industry to develop an information system for labelling hazardous substances in the workplace.
- held meetings with interested parties as necessary with respect to a booklet listing toxic substances entitled Exposure Criteria for Potentially Harmful Agents and Substances in Workplaces.
- prepared three booklets on designated substances in the workplace entitled, A General Guide to the Regulations, A Guide to the Lead Regulation and A Guide to the Mercury Regulation.
- consulted with fire fighters and fire chiefs regarding development of regulations for protective equipment of fire fighters.
- published the Regulation Respecting Protective Equipment for Fire Fighters and The Ontario Code for the Head Protection of Fire Fighters.
- prepared material for the training of the inspectorate for the administration of the Regulation Respecting Protective Equipment for Fire Fighters and The Ontario Code for the Head Protection of Fire Fighters.
- consulted with representatives of the educational sector regarding application of the Act to teachers and academic staff of universities.
- reviewed the comments of interested and affected parties on the draft regulation for the extension of the Act to cover teachers, and prepared a regulation for extending the Act to teachers for submission to the Regulations Committee of Cabinet.
- participated in deliberations with respect to the application of the Act to farming operations.
- participated in the deliberations of the Ontario Police Health and Safety Committee.
- co-ordinated the development and preparation of new Managing by Results (MBR) objectives, indicators and measures for the Construction Health and Safety and the Industrial Health and Safety Branches in accordance with the ministry's MBR Improvement Program.
- commenced the development of new MBR objectives, indicators and measures for the Mining Health and Safety, the Occupational Health, the Special Studies and Services, and the Standards and Programs Branches in accordance with the MBR Improvement Program.

- co-ordinated the development and preparation of the 1983/84 estimates submission for the Occupational Health and Safety Division.
- provided planning and analytical support to the project on the designation of eight substances.
- assisted in the preparation of a multi-year capital expenditures plan for the Occupational Health Laboratory.
- prepared policy papers regarding the fee schedule charged to industry by the Industrial Health and Safety Branch for the Pre-Development Review of drawings for new plants or alterations and expansions to existing ones, as prescribed by section 8 of the Regulation for Industrial Establishments, R.R.O.1980, Reg.692, made under the Occupational Health and Safety Act, R.S.O.1980, c.321; and a fee for service schedule for the testing of clinical specimens conducted by the Occupational Health Laboratory.
- co-ordinated and prepared the ministry responses to the memoranda from the Advisory Council on Occupational Health and Occupational Safety.
- prepared a status report on recommendations made to the minister by the Advisory Council on Occupational Health and Occupational Safety.
- funded a limited study on the feasibility of a more advanced computer system for the Industrial Health and Safety Branch.
- continued to document information on fatalities, serious accidents and refusal to work situations based on data received from field personnel.
- continued to provide support to the line branches by: maintaining the editing, coding and processing functions of Inspection Reports, Notice of Projects and Employer's Report of Accidental Injury or Industrial Disease; maintaining the Industrial Health and Safety Branch filing system; and providing information to the inspectorate for follow-up on inspections and investigations.
- continued to operate the occupational health and safety information line.
- developed and maintained an inventory control system of division publications and forms used by the inspectorate.
- developed and distributed process flow sheets for processes in which the designated substances are used.
- co-ordinated and delivered to staff of the ministry seminars and training materials on designated substances regulations made under the Occupational Health and Safety Act.
- developed and presented training sessions for the line branches on refusals to work, prosecution procedures, the internal responsibility system, report writing, metrication and stress management.
- trained new Industrial Health and Safety Branch and Mining Health and Safety Branch inspectors.
- co-ordinated the development of manuals for the Construction Health and Safety Branch managers, Industrial Health and Safety Branch engineers and the Mining Health and Safety Branch.
- completed revisions of the Industrial Health and Safety Branch and Construction Health and Safety Branch Operation Manuals.

- made public presentations to various groups on the Occupational Health and Safety Act, as requested.
- represented the ministry on the Occupational Health Committee of the Canada Safety Council.
- consulted with representatives of the commercial diving community to discuss control strategies for commercial underwater diving.
- conducted a survey of fall arrest devices used in the construction industry.
- participated in the regulation review of the Regulation for Construction Projects.
- developed a questionnaire on joint health and safety committees for use by the Mining Health and Safety Branch inspectors.
- developed background information for use by the inspectors on noise, mercury, vinyl chloride, isocyanates and on hazards in educational institutions.
- continued to actively participate in the Small Firms Committee looking into the occupational health and safety needs of small business.
- participated in the Tri-ministerial Advisory Committee on Occupational Health and Safety. The Advisory Committee co-ordinates educational programs within the CAAT system and functions as an advisory body to the Ontario Council of Regents.
- provided liaison and consultation with Ontario ministries relating to education/training and matters pertaining to the Occupational Health and Safety Act.
- provided responses to inquiries from other jurisdictions relating to training, education and legislation.
- co-ordinated and staffed information displays and booths at conventions, conferences and public exhibitions.
- maintained close liaison with the provincial Resource Centres and organizations involved in training and education in occupational health and safety.
- provided a video tape/film loan service for division staff and clients as well as printed material in response to inquiries.
- continued to provide administrative support in the allocation of Provincial Lottery funds for manpower training and development and applied research projects.

PROGRAM ANALYSIS AND IMPLEMENTATION

N. Ignatieff,
Assistant Deputy Minister

The Assistant Deputy Minister of Program Analysis and Implementation monitors existing programs and policies to determine their effectiveness, and assists in the development of new legislation, policies and programs to achieve ministry objectives. This includes responsibility for the ministry policy secretariat, which has a mandate to initiate, develop and co-ordinate policy activities as well as co-ordinate and prepare ministerial correspondence and liaise with other ministries.

The assistant deputy minister is also responsible for the activities of the Research Branch, the Handicapped Employment Program, the Employment Standards Branch and the Office of the Co-ordinator of French Language Services.

The Office of the Assistant Deputy Minister, including the secretariat, has a staff of seven.

Research Branch

Dr. F. Whittingham
Director

The Research Branch undertakes analytical and evaluation work in support of the ministry's programs and legislation. As well, it is responsible for the ministry's reference library services. In addition, the branch provides a wide range of information services to other government agencies, to the business and labour communities and to members of the general public. On March 31, 1983, the branch had a staff of 68.

The branch is organized into four sections:

- Working Conditions
- Labour Relations and Collective Bargaining
- Statistical Unit
- Ministry Library

1982/83 Activities

Working Conditions

The Working Conditions section provides research in support of policy and program reviews in the areas of employment standards, women's issues, human rights and working conditions generally. An information system of work injuries and occupational disease cases is also maintained to serve the requirements of the occupational health and safety programs.

To facilitate the work of the Working Conditions section, a survey of tourist resorts was undertaken by the Statistical Unit, to obtain information on wages, working conditions and the characteristics of employees. Also, a mail survey to obtain data on the labour market experiences of employees terminated in plant closure situations was completed (questionnaires were received from over 1,700 workers) and a

pilot project was undertaken to test research methodology for assessing the economic and social impact of closures on workers and the community. In addition to these activities, the Statistical Unit maintains a computerized information system for producing statistics on reported permanent and indefinite layoffs, which is based on data collected by the Plant Closures Review and Employment Adjustment Branch.

In the area of employment standards legislation, the section undertook reviews on wage protection, the use of lie detectors for employment purposes and employment standards provisions applicable in Ontario's trucking industry. As part of the minimum wage review activity, an assessment of a wide selection of studies on the impact of minimum wages was undertaken.

The section was involved in drafting Employment Agencies and Discrimination: A Discussion of Paper, which the ministry distributed to interested parties for comment as part of the legislative review process. Assistance was given to the Race Relations Division of the Ontario Human Rights Commission in visible minority studies.

Activities were undertaken to extend information available on work injury and occupational disease cases. One project, initiated in co-operation with the ministry's Mining Health and Safety Branch and the Mines Accident Prevention Association, involves the development of a supplementary information system on work injuries in the mining industry. Work also commenced in co-operation with the Occupational Health Branch and the Industrial Health and Safety Branch to define and provide these branches with regular statistical reports on work injury and occupational disease cases from the information system maintained by the branch.

The section continued to prepare and co-ordinate responses to conventions, recommendations and questionnaires of the International Labour Organization. Various requests for information from government agencies and the public were also met.

Fair Wage and Industrial Standards

The branch provides support for the ministry's Fair Wage and Industrial Standards programs by compiling and analysing information for revising the wage rates and the working conditions contained in the schedules. The branch undertakes surveys of wages and working conditions in the industries subject to the fair wage program. These include construction, janitorial services and security guard services.

During fiscal 1982/83, a survey of wages and working conditions in the janitorial and security guard industries was completed by the branch's Statistical Unit.

Labour Relations and Collective Bargaining

This section is responsible for research and information activities in the area of labour relations and collective bargaining, including operation of the Collective Agreements Library.

During the year, this section continued to supply the Ontario Labour Relations Board and the Ontario Conciliation and Mediation Services with information on their case activities and with the statistical analyses necessary for them to evaluate their operations. The data are compiled

monthly, quarterly and annually, and provide information on the volume of cases being received, processed and disposed of, backlogs, and the time taken to process cases from filing to disposition.

The section monitors an average of 300 board cases and 350 Conciliation and Mediation Services cases per month in order to collect and process information on a wide range of aspects of the cases.

The Labour Relations and Collective Bargaining section prepares a monthly report on collective bargaining settlements that provides summaries of the changes in wages and benefit provisions negotiated in the province in collective agreements concerning 200 or more workers. From the monthly summaries, the section prepares a quarterly report that shows the negotiated changes in base wages in both cents-per-hour and percentage terms on an average annual and contract year basis. These reports are for the use of management and union negotiators and the ministry's conciliation and mediation officers.

The section carried out analysis and coding of information on the most commonly negotiated provisions in agreements covering 200 or more employees, with the exception of construction industry agreements, and also in all agreements in the public sector, regardless of the number of employees covered, except teachers' agreements. These data are used in many areas of the branch's research activities by the ministry's conciliation and mediation officers and by management and union negotiators involved in the collective bargaining process.

In fiscal year 1982/83, the branch completed the first two phases of a four-phase program to computerize activities of its industrial relations statistical information program, which have hitherto been done manually, and to improve those already on computer. The completed work updates the branch's collective agreements analysis system for the first time since it was developed in 1970, and puts all the case processing activities of the Ontario Labour Relations Board on computer for the first time.

When completed, the program will integrate all areas of the branch's industrial relations information system into a single data base, which will improve the branch's capacity to meet the needs of client branches and those involved in bargaining on a more efficient and timely basis.

Collective Agreements Library

The Collective Agreements Library maintains an up-to-date file of collective bargaining agreements, arbitration awards and related health, insurance and pension plans covering Ontario employees. The primary purpose of the library is to bring together, in a central location, all collective agreements and related documents covering Ontario employees, regardless of legislative jurisdiction, and to make the file available to those involved in collective bargaining and research. This file of collective agreements is also used by the Ministry of Labour and other ministries for administrative purposes. At the end of the fiscal year, the library contained about 8,500 collective agreements and 3,700 separate health insurance and pension factors covering more than 1,350,000 Ontario employees in industries under federal or provincial jurisdiction.

During the fiscal year, the library staff helped approximately 5,000 visitors representing managements, labour unions, industrial relations consultants, law firms, government agencies and the general public to

obtain information from the documents on file. In addition, the staff answered more than 4,600 telephone requests for information, which involved searches of agreements for data on wage rates, fringe benefits and working conditions.

Regular publications of the Labour Relations and Collective Bargaining section include:

Collective Bargaining Settlements and Negotiations in Ontario (monthly);

Wage Developments in Collective Bargaining Settlements in Ontario (quarterly);

Collective Agreements Expirations (annually);

Hours, Wages and Related Payments in the Ontario Construction Industry.

Ministry Library

The Ministry Library is one of the major collections in Canada and contains over 70,000 books and reports and subscribes to 1,500 journals. These materials cover all major labour issues, especially those pertaining to the Ministry of Labour's programs. The library serves ministry personnel, and the general public may use the facilities for research purposes. The library has a staff of 16, of whom six are professional librarians. Each of the reference librarians specializes in one of the following fields: industrial relations, manpower and employment, occupational health and safety, human rights, women's issues and issues pertaining to persons with handicaps.

The library answered over 5,600 reference inquiries from both ministry and non-ministry personnel and carried out 480 specialized on-line computer searches for ministry staff. It indexed 7,400 periodical articles and filled 15,100 requests for articles from the library bulletins. Over 9,900 items were borrowed, and the library filled 2,300 inter-library loan requests.

In fiscal 1982/83 the Ministry Library signed an agreement to use the UTLAS automated cataloguing system. In addition, it developed its own in-house database system called OMLINE for its periodical indexing. This system has been operational since July 1982 and contains over 5,000 bibliographic records.

1982/83 Publications/Ministry Library

Library Bulletin: Occupational Health and Safety (monthly)

Library Bulletin: Labour Relations, Employment and Human Rights (monthly)

Occupational Health and Safety Topics (irregular)

Labour Topics (irregular)

Employment Standards Branch

John Scott
Director

The Employment Standards Branch seeks to ensure that employees in Ontario are protected by minimum standards of employment, covering wages and working conditions. To achieve this objective the branch resolves claims of non-compliance from employees, and promotes, with employers, compliance with the employment standards and working conditions set out in the following legislation:

- the Employment Standards Act
- the Industrial Standards Act
- the Fair Wage Schedules on contracts let by the provincial government
- the Employment Agencies Act

The branch is organized into two field administrative areas, each comprising five investigative regions, plus the Legislative Interpretation and Telephone Inquiries sections, the Management Information Systems and Program Development section, the director's office, the Employment Agencies and Industrial Standards unit, and head office administrative services. The 141 positions include 80 field officers and resident auditors. Approximately 50 staff are based in regional offices located in Hamilton, Kitchener, London, Ottawa and Sudbury plus various sub-offices.

1982/83 Activities

Employment Standards Act - General

The primary aim of the Employment Standards Act is to prevent exploitation of unorganized employees by ensuring that they are protected with respect to minimum wages and working conditions.

The branch resolves claims made by employees and also conducts preventive inspections of selected employer populations across the province.

Through public speaking engagements, special seminars conducted on employers' premises, advertising, and distribution of literature, employers are encouraged to comply with the legislation on a voluntary basis.

General Inquiries and Information

The branch received and responded to 633,452 general telephone inquiries of which 364,762 were handled by the field regions and the remainder by the Head Office Telephone Inquiries section. Many of these calls eventually resulted in a claim. In addition, 27,191 personal interviews were conducted on ministry premises.

During 1982/83 the branch staff were involved in 158 seminars and public appearances, of which 16 dealt primarily with equal pay for equal work legislation, and the balance with the Employment Standards Act in general. The functions were attended by 1,294 employers, 2,138 employees, 989 students and 677 mixed or unspecified participants, for a total of 5,098 in attendance.

There were 49 presentations made to management and staff of individual companies, accounting for approximately one-third of total speaking

engagements. Of the remaining appearances, 29 were arranged with community colleges (for business groups), 28 with business associations and unions, 23 with secondary schools, 14 with federal agencies and the balance of 15 with various community centres, clubs, etc.

Approximately 150,000 copies of the Guide to the Employment Standards Act and 12,000 copies of the Act itself were distributed to the interested public.

Investigative Activity

In the fiscal year ended March 31, 1983 the branch registered 15,740 new claim files. Resolutions were achieved in 15,517 cases covering 19,781 claimants; the average length of service from date of receipt to resolution was 69 days, with 41 per cent finalized within the first 30 days.

As a result of this activity \$7,694,884 were collected on behalf of 24,668 employees. The average payment to an employee was \$327 in respect of a claim file investigation and \$184 from a preventive inspection.

In December of 1982 the branch centralized the collection procedures where bankruptcies and insolvencies occur. As these are generally difficult collections they are forwarded to the Legislative Interpretation section for action.

Comparative information by employment standard is provided in the Collections by Standard Table, following the description of the branch activities and responsibilities.

Appeals and Hearings

The Employment Standards Act provides for a review of an order made by an employment standards officer against an employer. The appeal is heard by a referee selected from a panel of referees appointed by the minister.

In 1982/83 331 applications for review of an order were received, and 247 were finalized. In 64 of these files settlement was reached prior to a hearing; in the 183 appeals heard by a referee, the officer's order was affirmed in 122, varied in 24, and rescinded in 37.

A referee may also be appointed by the director to hold a hearing into situations where the director is of the opinion that an act, agreement or arrangement has been made to defeat the purpose of the Employment Standards Act. Such action was initiated in 22 cases this fiscal year, and of the 16 finalized, the employer was found to be in violation in 13 cases.

Tables on these actions follow.

Agricultural Industry Advisory Committee

This committee advises the Minister of Labour on matters relating to the application of employment standards legislation to agricultural workers, and the development and modification of employment standards appropriate to the agricultural industry and its different sectors. The committee is composed of representatives from both farm owners and farm workers.

Industrial Standards Act

The Industrial Standards Act permits employees and employers to jointly request a schedule of working conditions for their particular industry. When a schedule has been prepared and accepted by both groups and has been approved by the ministry, the working conditions set out in the schedule become the standard for that industry or trade in a designated zone.

The schedules made under the Industrial Standards Act are administered by an advisory committee consisting of representatives from labour and management. All matters are subject to the approval of the director of the Employment Standards Branch. During 1982/83 one schedule was updated.

There are presently four advisory committees, all in the garment industry and all with province-wide schedules. They apply to the Fur, Ladies' Cloak and Suit, Ladies' Dress and Sportswear and Men's and Boy's Clothing industries.

These four industries manufacture products that are inter-provincially competitive, and because of this, the advisory committees are authorized to assess employers and employees in order to provide funds for administering and enforcing their schedules. Each committee provides its members with financial statements and a general report on committee activities on an annual basis.

Fair Wage Schedule on Government Contracts

The Fair Wage Schedule on government contracts ensures fair labour rates for employees working on government projects in the construction, building-cleaning and security industries, and protects contractors from unfair competition based on labour costs when bidding on government contracts. Before tenders are invited for specific projects a government ministry must obtain guidelines from the Employment Standards Branch on the minimum wage rates for each job classification and the maximum hours of work.

During 1982/83 fair wage provisions were included in 867 contracts, which had an estimated value of about \$337,717,000.

Employment Agencies Act

The purpose of the Employment Agencies Act is to provide for the licensing and regulation of employment agencies in Ontario. 'Employment Agency' is defined, in part, under the Act, as the business of procuring for a fee, reward or other remuneration, persons for employment or employment for persons.

Class A employment agencies are prohibited from charging a fee for any service rendered to any person procured for employment. In classes B, C and D the persons for whom work is found may be charged a fee not greater than the limitations in regulations under the Act.

Since 1981 the branch has been involved in a review of the operating practices of employment agencies with respect to allegations that discrimination was being practised by some members of this industry. In December 1982 a discussion paper was sent to all agencies and other interested parties for comment, and this information is being considered in the development of appropriate remedial action to deal with the matter.

Investigative Activity		Claim Files			Preventive Inspections			Total
		1981/82	1982/83	1981/82	1982/83	1981/82	1982/83	
Workload:								
Pending from Prior Fiscal Year		1,605	2,251	-	-	1,605	2,251	
Registered Assigned		15,629	15,740	1,183	936	16,812	16,676	
Total		17,234	17,991	1,183	936	18,417	18,927	
Resolved/Conducted		14,754	15,517	1,183	936	15,937	16,453	
Results:								
Number of Collections		9,426	9,385	265	260	9,691	9,645	
Employees Benefited		18,876	22,111	1,919	2,557	20,795	24,668	
Amount Collected (#000's)		5,102.4	7,225.2	229.0	469.7	5,331.4	7,694.9	
Outstanding End of Fiscal Year		2,251	2,122	-	-	2,251	2,122	

Collections by Standard		Amount Collected		No. of Collections by Individual Standard		Employees Benefited Financially by Individual Standard	
	\$	1981/82	1982/83	1981/82	1982/83	1981/82	1982/83
Minimum Wage	118,258		116,134	505	458	865	783
Overtime	847,894		772,025	1,108	967	4,132	4,399
Public Holidays	317,291		321,563	680	698	2,895	2,671
Vacation Pay	1,057,825		2,084,296	7,215	7,413	13,624	15,583
Equal Pay for Equal Work	331,561		341,138	66	33	749	1,781
Benefits	8,561		17,812	22	12	75	100
Pregnancy Leave	25,576		20,361	15	18	15	18
Termination Pay	974,469		2,203,074	1,998	2,727	2,291	4,420
Severance Pay	28,494		116,963	1	6	16	90
Collection of Wages	1,618,651		1,690,649	4,356	4,112	6,997	6,120
Fair Wage on Gov't. Contracts	2,668		6,331	5	8	26	29
Industrial Standards	224		4,538	1	3	1	9
Total	5,331,472		7,694,884	15,972	16,455	31,686	36,003

General Inquiry and Information Activity		1981/82	1982/83
Telephone Inquiries (Non-Claim) Handled		565,553	633,452
Letter Inquiries (Non-Claim) Responded to		4,661	6,201
Personal Interviews Held		27,559	27,191
Total		597,773	666,844
Public Appearances and Employer Education Seminars Held		178	158
Number in Attendance		5,584	5,098

Appeals (Section 50)		
	1981/82	1982/83
Pending from Prior Fiscal Year	106	122
Intake	294	331
Results		
Order Confirmed	143	122
Employer Upheld	23	37
Order Varied	36	24
Settled before Hearing	67	64
Total	269	247
Outstanding End of Fiscal Year	122	206

Hearings (Section 51)	
	1982/83
Pending from Prior Fiscal Year	10
Initiated	22
Results	
Employer Found In Violation	13
Employer Found In Compliance	1
Settled Outside of Hearing	2
Total	16
Outstanding End of Fiscal Year	16

Court Action		
	1981/82	1982/83
Cases Prosecuted	11	4
Cases Dismissed	1	0
Cases Withdrawn	2	1
Cases With Conviction	7	3
Cases Settled before Trial	1	0

Permits		
	1981/82	1982/83
Overtime Permits - Total	504	343
100 Hour	211	180
Special	293	163
Handicap Work Permits - Total	72	70
Individual	47	53
Group	25	17
Homeworker Permits	165	124

Employment Agency Licences						
Class	Initial		Renewal		Total	
	1981/82	1982/83	1981/82	1982/83	1981/82	1982/83
A	56	153	724	731	780	884
B	6	11	10	10	16	21
C	0	0	1	1	1	1
D	2	5	21	22	23	27
Total	64	169	756	764	820	933
Revenue					\$184,200	\$166,450

Industrial Standards		
	1981/82	1982/83
No. of Active Schedules	4	4
No. Updated	1	1
No. Covered by Schedules		
Employers	400	400
Employees	8,300	8,300

Fair Wage Schedules				
	Number		Value (\$)	
	1981/82	1982/83	1981/82	1982/83
Schedules Included in Contracts Let by Provincial Ministries				
Construction	774	715	287,243,799	331,200,209
Building Cleaning and Security	168	152	8,211,272	6,516,464
Total	942	867	295,455,071	337,716,673
Schedules Updated	83	56		

Handicapped Employment Program

Barbara Earle
Manager

The Handicapped Employment Program (HEP) was established in September 1978 to maximize employment opportunities for physically handicapped citizens in the private sector. The program accomplishes this objective through the provision of:

Employer Consulting Services

The program advises employers developing programs to increase employment and retention of disabled persons. It:

- contacts employers and responds to employer requests for advice;
- sponsors local conferences;
- provides information packages and technical advice;
- arranges awareness seminars;
- links employers to local agency and professional services;
- facilitates union/management co-operation in joint problem solving.

Examples of the steps taken to date by employers to introduce model practices include:

- holding awareness training sessions for recruiters, managers and co-workers;
- establishing outreach recruitment systems;
- developing retention, retraining and re-employment programs;
- improving hiring and supervisory practices;
- reviewing practices with respect to pre-employment medical examinations and the keeping of medical records;
- studying insurance, pensions and benefits implications of increased employment of disabled persons;
- developing physical demands analyses of jobs;
- increasing physical accessibility of facilities;
- reviewing health and safety practices for disabled workers;
- exploring applications of new technologies, job redesign, aids and adaptations to increase employment opportunities and productivity of disabled workers.

Local Projects and Community Development

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Success in matching disabled job seekers to available employment opportunities requires a detailed knowledge of local job opportunities as well as an inventory of the variously disabled persons seeking employment. Local co-ordination of transportation, aids provisions, referral to employment, professional services to employers, etc. are also required for success. Therefore, one of the major initiatives of HEP has been to develop models for local action aimed at co-ordinating employment-related resources already existing in communities. There are two main aspects to this activity. One is the provision of grants to local co-ordinating

committees to develop specific initiatives. The second involves the development of committees and community-based networks for long-range support of employment opportunity at the community level.

Resource Centre/Information Services

In order to stimulate and support such initiatives as employer action and local project activity, HEP provides, through its information centre, a variety of information packages, resource materials and links to local sources of expertise. Staff assist with awareness sessions for employers, disabled persons, agencies, educators, the public, etc. The information centre is also an important resource for the program's developing professional outreach initiative, and for its support to the educational initiatives of organized labour. The Handicapped Employment Program is not a job placement service. However, through problem solving and referral, HEP does assist disabled job seekers to access the job market.

Professional Outreach

HEP has recognized the key role played by health professionals and para-professionals in facilitating disabled employment, and has developed a professional outreach initiative to enhance co-ordination with, and information flow to, professional organizations. This initiative focuses on:

- developing professional awareness of disabled employment issues;
- increasing linkages between professionals and local service networks;
- engaging in co-operative planning, and mounting joint projects with professionals to assist employers in increasing employment and retention of disabled persons;
- undertaking research projects related to the role of professionals in the employment of disabled persons.

Research, Policy Development, Interministerial Co-ordination

HEP also undertakes research projects focusing on specific barriers to employment and means of increasing employment opportunities.

The program participates in interministerial co-ordination initiatives/study groups. HEP prepares and reviews policy proposals and advises the Minister of Labour on matters affecting employment opportunities for disabled persons.

HEP provides ongoing support and technical advice as requested to both the ministry and other government agencies to assist them in developing an internal program of equal opportunity within government.

Experience Program

HEP co-ordinates various special work experience programs to support community-based initiatives and to provide needed exposure to employment for disabled persons.

The Handicapped Employment Program had a complement of eight during 1981/82, including one manager, five handicapped employment consultants, one information clerk and one receptionist secretary. Several additional contract staff were hired during the year to assist the program to meet increasing workload demands.

1982/83 Activities

Employer Consulting Services and Employer Activity

Two hundred employers across the province have undertaken to work directly with HEP to develop positive employment programs. Approximately half of these companies have head offices in Toronto, while the rest are located in other parts of the province.

Several thousand other employers have also received HEP program materials, and have been encouraged to undertake initiatives through their attendance at local community conferences, co-sponsored by the program.

Local Projects and Community Development

HEP provided grants this year to six communities: Hamilton, North Bay, Sault Ste. Marie, Sudbury, Toronto and Ottawa to assist local organizations and committees to undertake initiatives to increase local employment of disabled persons.

In addition, HEP has provided information and consulting services to a number of municipalities in support of their own internal initiatives (e.g. Windsor, City of Toronto, Metro Toronto, London, North York, Prescott, Kitchener, Etobicoke, Kapuskasing, Durham and Hamilton). This year HEP also served Ottawa, Kingston, Sault Ste. Marie and North Bay.

Several new regional planning committees were formed in 1982/83 to support long-range local planning to increase employment opportunity. These committees, in Thunder Bay, Kenora, York, Durham and Simcoe County, will plan future awareness events to encourage employer initiatives and local co-ordination of needed support services.

Highlights of the program's community development activities during 1982/83 included:

Hamilton Project

The Hamilton Affirmative Action Project, which began in August 1979 as a joint initiative of the ministry and the Ontario March of Dimes, reached its conclusion in September 1982. Its purpose was to develop and test approaches for co-ordinating community resources to support local employers in their efforts to increase employment and retention of disabled persons. Following project completion, HEP has continued to be actively involved in Hamilton, as in other parts of the province.

During the course of the project, services were provided to 69 participating employers to assist them in developing initiatives. Employer consulting services, information kits and seminar approaches were developed to provide needed support. In September 1982 a Community Council on Employment of the Disabled was established. This body will serve to co-ordinate ongoing local initiatives, and will administer a grant provided by the ministry to study options to co-ordinate local job placement services. An independent evaluation of the Hamilton Project model approach and the results achieved so far is being conducted by Hamilton Opinion Research Centre; a report is expected by the summer of 1983. A descriptive report highlighting major project strategies and activities is also available from the program.

HEP Services to Northern Ontario

During 1982/83 HEP, in co-operation with local community agencies and employers, undertook a special initiative to develop approaches suited to Northern Ontario. Initiatives developed this year with program support include:

- In Sudbury a coalition of all agencies and organizations of/and for disabled people, as well as employers, developed a job-seeker club in which 40 people participated over a 10-week period;
- North Bay held an awareness conference on hiring handicapped persons on March 16th, 1983. A community planning committee composed of agencies, organizations of disabled persons, public and separate school board educators, health care professionals, employers and union representatives organized the conference. An interim Community Council Steering Committee was formed to ensure follow-up.
- A Sault Ste. Marie planning committee, also with a broad based membership, held a conference on hiring physically handicapped persons, on April 20th, 1983.
- A one-day seminar was held on March 26th, 1983, in Kenora, sponsored by the Kenora Handicapped Action Group on Hiring Physically Handicapped Persons. This conference was attended by disabled job seekers, employers and government representatives.
- A conference was held on March 18th, 1983, in Thunder Bay, for agencies and organizations of, and for, disabled persons to encourage active leadership in developing employer awareness. A committee was formed to develop a community model during 1983/84.

Resource Centre and Province-Wide Information and Consulting Services

- HEP provided approximately 15,000 kits, posters, films and other promotional materials to program client groups, and responded to approximately 2,800 employer requests for information and consulting services;
- 279 résumés of disabled job seekers are on file with the program, and 257 disabled job seekers were interviewed regarding employment. As a result of such informal job broker activities, 40 disabled persons gained employment (10 in government, 30 in the private sector);
- HEP provided services to nine labour organizations/councils in support of their initiatives. The OFL brochure, 'The Disabled Able' (in English and French) with matching posters and buttons, produced with a grant from the program, was distributed to union locals to promote increased awareness;
- HEP produced new information packages on co-workers' awareness training, a kit for educators, new materials on fire safety, job search, programs in other jurisdictions and additional management training sessions;
- New publications included a brochure describing the program's employer consulting services (French and English), a pamphlet for small business (English) and a brochure for disabled job seekers (It's Up to You - French). HEP also developed educational 'placemats' for use in company cafeterias, schools and restaurants and at conference events to increase awareness of employment of disabled persons;

- HEP designed and purchased a new accessible multi-sensory display unit for use in promoting community-based initiatives at conferences around the province;
- HEP developed initial information packages on other disabilities, including developmental, emotional and perceptual disabilities.

Professional Outreach

Services have been tailored to the needs of individual professional associations undertaking initiatives to support increased employment and job retention of disabled persons (Ontario Medical Association, Ontario Society of Occupational Therapists, Ontario Physiotherapy Association, etc.). The program is presently working with 16 professional associations/organizations. Joint association/HEP objectives include sensitization in assessment situations, support of consumers' need for independence, exploration of professional roles, responsibilities, training needs, etc.

HEP co-sponsored a conference during 1982/83, with Lyndhurst Hospital, to explore community resources, and also participated in a technical aids task force at Sunnybrook Medical Centre. The program made presentations to various health professional audiences, including the staff of the Ontario Crippled Childrens Centre, St. Joseph's Hospital, Toronto Rehabilitation Centre, Inter-Urban Spinal Cord Association Annual Conference, and Impco Health's annual professional development conference. Staff provided support to the ongoing activities of an occupational therapist/physiotherapist interest group, sponsored by HEP, to explore the roles and responsibilities of this group of professionals in increasing employment opportunities for disabled persons.

Research, Policy Development, Interministerial Co-ordination

- HEP, with the support of a Ministry Steering Committee (Handicapped Employment Program, the Ontario Human Rights Commission, the Workers' Compensation Board and the Occupational Health and Safety Division) undertook a study on the current techniques in use by health professionals to assess the fitness of an individual for work, including job matching and job retention as well as recruitment medicals. A report will be available by the fall of 1983.
- HEP provided information and assistance to the Pigott Task Force and to the Ontario Manpower Commission in developing its special needs employment strategy.
- HEP provided training sessions to personnel departments of other ministries (and the Civil Service Commission) to assist in developing the government's Equal Opportunity Program. HEP continued to liaise with various other programs of the Ontario government regarding disabled employment and to advise the Minister of Labour regarding particular policy and program initiatives under consideration.

Experience Programs (Summer and Winter)

In 1982/83 a total of 46 students (25 disabled) worked on 41 projects, sponsored by employers, agencies, colleges, municipalities, etc. across the province. A report on the program's summer and winter experience projects is available from HEP's resource centre.

Office of the Co-ordinator of French Language Services

Stephane Grenon
Co-ordinator

Since September 1981, the Co-ordinator of French Language Services has been a full-time position reporting to the Assistant Deputy Minister, Program Analysis and Implementation, with duties divided between the Ministry of Labour and the Workers' Compensation Board.

The co-ordinator assists francophone groups, other organizations and the public at large, with information about the ministry programs and services. He assists ministry managers in the implementation of the ministry's French language services policy and chairs a ministry advisory committee on French language services.

The Office of the Co-ordinator of French Language Services has a complement of two: one co-ordinator and one secretary.

FINANCE AND ADMINISTRATION DIVISION

R. Burak

Executive Director

The Finance and Administration Division is responsible for providing administrative support for the operating branches of the ministry. The support activities consist of Administrative Operations, Finance, Information Services, Internal and Management Audit, Management Planning, Personnel, Systems and ADP.

Management Planning Branch

D. Destonis

Director

The Management Planning Branch was newly formed in 1982/83 as a result of a reorganization of responsibilities and staff within the Finance and Administration Division.

The role of this branch is to provide a complete range of planning and advisory services to executive and program management levels at the ministry.

Responsibilities of the branch include:

- Financial Planning
- Human Resource Planning
- Office Systems Planning
- Liaison with Government Central Agencies
- Management Improvement

Financial Planning

Financial planning for the ministry involves co-ordination of the resource allocation process, from the preliminary government allocations setting stage to estimates approval. The branch also provides advice on and co-ordination of major in-year budget changes.

Human Resource Planning

The branch initiated work on a human resources development strategy in 1982/83, which is being developed in conjunction with the other corporate management planning activities.

Office Systems Planning

This section of the branch provides advice and assistance to all branches on the feasibility, acquisition and implementation of office systems. In addition, the section began work on long-range planning for office automation.

Management Improvement

Ongoing work in the area of management improvement focused on implementation of the ministry's Managing-by-Results Improvement Plan and on analysis of management standards and processes.

The 1982/83 branch complement was six.

Finance Branch

G.A. Webster*
Director

The Finance Branch provides a complete range of accounting and financial advisory and consultative services to management, employees, customers and suppliers of the Ministry of Labour. The branch liaises with all other branches of the ministry, the Provincial Auditor and all other ministries.

There are five program areas:

- Administration
- Revenue
- Budgetary Control and Financial Reporting
- Accounts Payable
- Payroll

Administration

This service includes the provision of accounting, financial advice and consultation as required.

Revenue

In addition to recording, depositing and reporting all revenue received, this section also administers the accounts receivable system.

Budgetary Control and Financial Reporting

This section controls and reports on expenditures and variances to planned expenditures, and prepares monthly and annual financial reports and statements.

Accounts Payable

This section administers the processing and payment of suppliers' invoices, employee travel expenses and internal financial transactions.

Payroll

This section provides regular payroll services for the ministry.

The branch complement during 1982/83 was 34.

* Mr. Webster retired in June 1983.

1982/83 Activities

	General Expenditure	General Revenue
Ministry Administration	\$ 12,249,000	\$ 18,000
Industrial Relations	4,592,000	18,000
Women's Programs	1,262,000	-
Occupational Health and Safety	32,541,000	7,155,000
Employment Standards	5,399,000	237,000
Manpower Commission	1,770,000	-
Human Rights Commission	4,588,000	-
Labour Relations Board	4,030,000	55,000
Credits	-	68,000
Total	\$ 66,431,000	\$ 7,551,000

Personnel Branch

N.E. Mayne
Director

The role of the Personnel Branch is to provide a variety of human resource management services for all areas of the ministry. These services include staffing, compensation and staff relations, training and staff development and employee counselling as well as the related processing and records maintenance functions.

The branch operates under the authority of the Public Service Act and regulations, the Crown Employees Collective Bargaining Act and the Collective Agreement, and is responsible for their administration.

Each section of the branch is responsible for a specific set of ongoing activities:

Staffing

Responsibilities in the staffing section include determining alternative strategies for filling vacancies in a time of constraint, placement of surplus staff, encouraging cross assignments for developmental purposes and hiring staff for contract or permanent positions. The ministry's Experience '83 summer jobs are co-ordinated through this section, as well as programs such as Handicapped Work Stations, Winter Experience for disadvantaged youth, university and high school co-operative education programs and the student Work Week program.

Compensation and Staff Relations

This section is responsible for all aspects of wage and salary administration, including job evaluation, organizational structuring and the provision of advice to management and employees on the compensation

process. This section is also responsible for the ministry's staff relations program, including administration of the collective agreement, grievance resolution and consultation with management and staff on industrial relations matters.

Staff Development and Training

This section is responsible for the training and development activities of the ministry, including the development and operation of in-house courses, the administration of the ministry's tuition assistance program and the provision of academic and career counselling services. The section is also responsible for the development and co-ordination of the ministry's Performance Appraisal program and consultation with management and staff on all section activities.

Employee Benefits

This section is responsible for the administration of the ministry's employee benefits program. Activities include providing advice and information on employee benefits to employees and management, resolving personal problems and conducting the ministry's pre-retirement program. This section is also responsible for conducting exit interviews on terminating employees and for co-ordinating various charity appeal programs.

The Personnel Branch had a complement of 19 during 1982/83.

1982/83 Activities

Staffing

Increasing numbers of surplus staff from other ministries were added to the government's corporate list and referred to appropriate vacancies. After an interview to verify qualifications, a number were assigned to positions in the ministry.

In September 1982 external advertising for government positions was curtailed, although internal government-wide recruiting continued. At this time, unclassified staff and GO Temporary employees were also granted eligibility to apply to internal competitions, which resulted in a significant impact on the number of applications for positions.

A continuing program for encouraging secondments was initiated to provide career development opportunities for all levels of staff. The ministry's summer programs resulted in 327 students being placed in ministry summer replacement positions and in experience-oriented jobs. A one-week comprehensive training session was staged for the Students in Personnel and Students Training in Industrial Relations programs.

The Work Week and high school co-operative educational program offered exposure to government office environments to high school students from September 1982 to March 1983.

Compensation and Staff Relations

Reviews of positions were undertaken in a number of branches. Additionally, all the positions in the Executive Compensation Plan were reviewed.

Considerable time was spent in the review of the class standards for Employment Standards auditors and Human Rights Commission officers. In keeping with the ministry's policy on handicapped employment, physical demands analyses were completed for each position in the ministry.

This section actively participated in the Staff Relations Supervisory Training Courses and provided management and staff with ongoing interpretation of the Collective Agreement and consultation on staff relations matters. The section was also responsible for the development and distribution of the ministry's Staff Relations Manual to all supervisory staff.

Staff Development

Reduced training budgets during the year resulted in employees attending fewer externally conducted courses, and in many cases shifting to Civil Service Commission and ministry courses. Participation rates increased by 16 per cent for Civil Service Commission courses and 14 per cent for ministry courses, although overall training activities declined by 13 per cent. These changes led to increased activities for the section. The rate of participation in the ministry tuition assistance program remained essentially the same.

In the area of new course development, the section sponsored a series of noon-hour programs on financial planning and expanded the word processing evening course. The remainder of the existing core of in-house management, support staff and communication courses remained largely unchanged.

The section continued to play a major role in the implementation of the ministry Performance Appraisal program through an extensive training, orientation and consulting process. The section also continued to develop data base and word processing applications for the section's micro-computer while researching various potential computer assisted instruction programs.

Employee Benefits

This section continued its major activities such as the new employee orientation program and visits to district offices. Workload continued to increase in relation to counselling for early retirement and interpretation of guidelines for Home-Owner Relocation Plan. Other significant areas of counselling workload involved STSP and LTIP and personal problems.

Systems and ADP Branch

W.H. Lehman
Director

The Systems and ADP Branch provides a service to all program managers requiring systems development services. This includes design, implementation, maintenance and data processing of ongoing systems. Activities in general can be categorized as follows:

- Consultative services regarding concepts, technical feasibility and cost/benefit analysis.
- Scientific and research applications for studies and surveys requiring evaluation and statistical analysis in the fields of occupational health and safety, labour relations, work force activity and collective bargaining.

- Commercial systems involving management information on activity and control of various program managers' systems, including accounting and personnel applications.
- Preparation of proposals, and project management where these proposals are accepted.

The branch objectives are:

- to provide clients with system development services and procedures that will meet their needs in providing or improving program delivery in keeping with existing policy and legislation.
- to apply project management techniques that will allow for the control of approved projects through progress reports, implementation schedules and quality review.
- to document major systems and procedures in order to ensure that maintenance and revisions can be carried out with the minimum of discontinuity.

The branch complement for 1982/83 was 30.

1982/83 Activities

Development, maintenance and data processing commitments were active in 1982/83 in the following areas:

- Finance Branch
- Research Branch
- Women's Bureau
- Standards and Programs Branch
- Industrial Health and Safety Branch
- Mining Health and Safety Branch
- Occupational Health Branch
- Special Studies and Services Branch
- Employment Standards Branch
- Office Services
- Ontario Human Rights Commission
- Ontario Manpower Commission
- Ontario Labour Relations Board

Budget

Gross	1,302,400.00
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Recoverables:

Ministry of Consumer and Commercial Relations	188,000.00
Net Labour	1,114,400.00

Processing Volume

Jobs submitted to QPCB	27,866
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Records Read:

QPCB	345,419
Via Remote Job Entry	2,320,149
	2,665,568

Lines Printed:

QPCB	2,010,095
Via Remote Job Entry	30,246,105
	32,256,200

Administrative Operations Branch

R.R. Hogarth
Director

The Administrative Operations Branch provides administrative support services to the ministry's line and staff operations in the head office and 18 district and field office locations, plus nine Mining Health and Safety Branch offices located throughout the province, and two laboratories.

Support services provided include records management, purchasing, inventory control, warehousing and supply, reprographics, mailing, office accommodation and transport.

Administrative support is provided to the Ministry of Consumer and Commercial Relations in those district offices where premises are shared.

Branch complement in 1982/83 was 85.

Information Services Branch*

R.I. Cohen**
Director

The Information Services Branch administers an ongoing program of communication between the ministry and the public in order to facilitate the achievement of ministry goals. In fulfilling this mandate, the branch provides the following services:

Consultation

Branch staff advise senior ministry staff, including the minister, deputy minister and assistant deputy ministers on the communications implications of ministry policies, programs and initiatives.

Planning

An integrated communications component is essential to the achievement of program goals. Branch staff identify communication needs and develop public information programs to assist in the achievement of these goals.

Implementation

Branch staff are responsible for implementing communication programs designed to inform the ministry's client groups of the philosophy, policies and programs of the ministry. They prepare speeches and news releases, pamphlets, brochures and other printed material, exhibits and audio-visual aids. They also manage the ministry's advertising program and assist in the presentation of seminars.

At the end of the fiscal year the branch had a complement of 12.

Each year the branch handles more than 3500 telephone enquiries for information and publications.

1982/83 Activities

Audio-Visual

The branch co-ordinated the production of a major presentation to launch the 10th anniversary of the Ontario Human Rights Code. The 12-minute audio-visual presentation designed for schools and institutions is serving as a historical look at human rights in the province.

A series of videotape presentations has been developed for seminars and training purposes for several line branches in the Occupational Health and Safety Division.

* The Information Services Branch was renamed the Communications Branch in June 1983.

** Robert I. Cohen was appointed director in October 1982 upon J.W. Preiner's acceptance of a position with the Corporate Advertising and Special Projects Group, Ministry of Tourism and Recreation.

Media Relations

Seventy-eight press releases were issued, and approximately 2,000 media telephone enquiries were answered.

The District Media Liaison Representative system, by which an officer in each district office acts as liaison between the local media and the ministry, continues as a very effective extension of the media relations function.

In December 1982 the governments of Canada and Ontario signed the Canada-Ontario Employment Development Program agreement. The branch launched and sustained a major communications effort in support of the program.

Students Working in Media (SWIM) an Experience '82 project was continued. Seven journalism students were placed with media sponsors for a period of 14 weeks. Students specialized in topics related to the Ministry of Labour.

Advertising

The branch co-ordinated a province-wide advertising campaign 'Write For Your Rights', to create awareness of the new Human Rights Code, proclaimed in June, 1982.

The campaign featured a shopping centre poster campaign, daily press coverage, a major transit advertising campaign, full radio exposure across the province and TV public service announcements. There was also a continuation of the Race Relations Division's 'Together We Are One' campaign on transit.

A notification program was conducted in all major newspapers on each designated substance as it was regulated.

An employer-targetted awareness campaign on the Occupational Health and Safety Act was run in selected trade magazines.

A radio campaign was mounted across Ontario to create worker and employer awareness of the Occupational Health and Safety Act.

Publications

The branch edited and co-ordinated the production of the following new brochures/publications:

Occupational Health in Ontario - Occupational Health journal - four issues.

Guide to the Occupational Health and Safety Act - French, Italian, Portuguese.

Guide for Joint Health and Safety Committee and Representatives.

Regulations respecting Vinyl Chloride - made under the Occupational Health and Safety Act - pocket version.

Regulation respecting Asbestos - made under the Occupational Health and Safety Act - pocket version.

New Skills for Women - brochure providing basic information for women interested in a career in the skilled trades (French).

Guide to the Ontario Human Rights Code.

Declaration of Management Policy - Human Rights code cards (English and French).

Human Rights in Ontario - brochure (English, Cree, Ojibway).

Human Rights and Sexual Harassment - brochure.

Human Rights in Employment - brochure.

Human Rights Complaint Procedures - brochure.

Human Rights Discrimination Because of Handicap - brochure.

Employment Application Forms and Interviews - brochure.

Affirmation - Human Rights Commission newsletter - four issues.

Guide to the Labour Relations Act - French.

Certification by the Ontario Labour Relations Board - brochure describing certification procedures and requirements (French, Italian, Portuguese).

Ontario Manpower Commission - brochure describing services available through the commission.

Ministry of Labour Annual Report 1981/82.

Fourth Annual Report of the Advisory Council on Occupational Health and Occupational Safety 1981/82.

Sixth Annual Report of the Government of Ontario Affirmative Action Council 1981/82.

Ontario Human Rights Commission Annual Report 1981/82 - English and French.

Employer Consulting Services (English and French) - brochure describing the services available through the Handicapped Employment Program.

The following publications were revised and updated:

- Career Selectors - Health and Paramedical
- Business, Finance and Office
- Community Service and Education

Your Rights as a Worker in Ontario (English) - brochure.

Blueprint for Employers (English) - brochure.

New Skills for Women (English) - brochure.

Pregnancy Leave in Ontario (English) - brochure.

Understanding Affirmative Action (English) - glossary of terms.

Geographic Areas set by the Labour Relations Board in Construction Industry Certification Cases - map.

Employment Standards Abstract posters (English and French).

The branch also co-ordinated the reprinting of 70 other brochures and publications.

Translations

The branch arranged for translation of a variety of ministry letters, publications and documents into various languages.

Conferences, Seminars and Exhibits

The branch also assisted in arrangements for displays at the Industrial Accident Prevention Association Annual Conference and the Women On The Go exhibit.

A bilingual display to explain the ministry's role and functions to the public was prepared for use throughout the province.

Internal and Management Audit Branch

D.A. Anderson
Director

The purpose of the Internal and Management Audit Branch is to perform an independent review of ministry and agency operations (excluding Workers' Compensation Board), on behalf of the deputy minister. These reviews encompass an appraisal of financial transactions, systems and controls as well as economy and efficiency of operations and existence of an appropriate management process to enable evaluation of program effectiveness.

During the 1982/83 fiscal year, normal audit activity took place in the Industrial Health and Safety and Occupational Health branches. Additionally, a number of requests for assistance in a consultative and/or investigative capacity were undertaken and completed.

At the end of the fiscal year the branch had a complement of five.

THE FOLLOWING PROGRAMS REPORT DIRECTLY TO THE DEPUTY MINISTER OF LABOUR:

- The Quality of Working Life Centre
- The Women's Bureau*
- The Women Crown Employees Office*
- The Affirmative Action Program
- The Legal Services Branch
- The Plant Closure Review and Employment Adjustment Branch

* The Women's Bureau and the Women Crown Employees' Office became part of the new Ontario Women's Directorate, reporting to the Deputy Premier of Ontario and Minister Responsible for Women's Issues, in June 1983.

Ontario Quality of Working Life Centre

Dr. Hans van Beinum
Executive Director

Since its establishment in December 1978, the Ontario Quality of Working Life Centre has made considerable progress towards the fulfillment of its mandate. The centre's mandate, to promote and support the enhancement of the quality of working life of people in Ontario, has been developed through three major areas of activity:

- the initiation, implementation, monitoring and evaluation of quality of working life projects in joint union-management settings;
- the education and training of individuals and organizations in quality of working life approaches;
- the creation, collection and dissemination of written information to promote a broad understanding of and interest in QWL.

The centre has translated these three activity areas into a five-pronged program of field project work, education, information services, research and consultation. The primary thrust of the centre has been the development of quality of working life projects in Ontario, based on the principles of joint involvement and shared responsibility between labour and management. The centre recognizes that attempts to improve the quality of working life can succeed only if all parties can learn to work together in areas where joint benefit is possible.

The centre staff currently consists of an executive director, five consultants, one writer/editor, an executive assistant, three support staff and a network of part-time external consultants and associates who expand the capacity of the centre as demand requires. The work of the centre is guided by an advisory committee of ten labour and management leaders from across Ontario. The Deputy Minister of Labour, Mr. T.E. Armstrong, Q.C., is chairman of the advisory committee.

1982/83 Activities

QWL Field Project Work

In its role of providing assistance to organizations in the development and continuation of QWL programs, the centre has become involved with several organizations in an ongoing consulting capacity. During this fiscal year the centre has been facilitating QWL field projects in 15 joint union-management work settings. These projects focus on involving workers in the decision-making process affecting their jobs, and examining, in this context, the decision-making structures and the design of jobs within the workplace. In order to achieve a mix of projects, the centre is working within a range of different work settings in both the private and public sectors. Centre projects are underway in such diverse settings as: a food processing plant, a telecommunications equipment operation, a nuclear refinery, a casting plant, a synthetic rubber manufacturing plant, a government office, a food warehouse, a maximum security mental health centre and retail food stores.

Education

Extensive education is seen as essential to the sustained development and diffusion of QWL within Ontario. Consequently, the centre has developed an education program to meet a wider range of needs.

The centre held several introductory one-day seminars in conjunction with community colleges as well as a number of 2 1/2-day and in-depth events designed for union-management teams and those already involved in QWL programs.

In addition, over 30 educational events and workshops were tailor-made for field project participants over the course of the year.

In the effort to educate, increasing emphasis is being placed upon including union and management representatives who have actually participated in a QWL project in the capacity of workshop and seminar panelists and speakers. Their personal experiences have proven invaluable in explaining the QWL concept.

The centre assisted the various unions, organizations and individuals active in QWL to link up for shared learning and support. An example of this development is found in the Co-ordinators' Network, initiated and supported by the centre to provide a forum in which a group of union and management internal resource people meet regularly in order to learn from each others' experiences.

In March the centre organized a unique three-day event for institutions from across Canada and the USA who share a common professional and/or technical orientation to QWL and a similar joint union-management orientation.

Information Services

The centre operates a service that provides the public with a wide range of information on QWL - ranging from basic introductory materials to highly specialized information provided in response to specific requests. The centre also publishes a quarterly news journal entitled QWL FOCUS, a series of occasional papers entitled Issues in the Quality of Working Life, and a series entitled Working Papers on QWL. The centre provides speakers to groups and organizations wanting to learn more about QWL, and has available a portable display, which introduces the quality of working life concept and the QWL Centre.

Consultation

Centre staff assist individuals and organizations, on a daily basis, to increase their understanding of QWL, to assess its relevance for their own situation and to take the first steps in the development of their own QWL program.

Women's Bureau

Alison Roberts
Director

The Women's Bureau was established in 1963 to improve the status of women in the labour force through research and public education. The bureau provides service to client groups through its central location in Toronto and its office in Thunder Bay, which began operation in August 1981.

The bureau's three major program areas - the Affirmative Action Consulting Service, Research and Information, and Community Outreach - are maintained by a staff of 18. These are: a director and administrative assistant, three program managers, a research assistant, two affirmative action consultants, and a third who divides her time between working with the Affirmative Action Consulting Service and providing a liaison between the bureau and the Advisory Council on Equal Opportunity for Women, two community development officers, a library technician, a publications clerk and five clerical staff.

The bureau's client groups include women's organizations, employers and employees, unions, educational institutions and community agencies. Issues demanding frequent attention (in letters and telephone calls) are pregnancy leave, affirmative action, equal pay, sexual harassment and the effects of microelectronic technology on women's employment. Statistics and information on women's issues are provided to the public and media. In addition, the bureau prepares studies and policy recommendations relating to both legislation and enforcement for government consideration.

The bureau attains its objective through the delivery of service by three program sections.

1982/83 Activities

Affirmative Action

The Affirmative Action section includes the Secretariat to the Advisory Council on Equal Opportunity for Women, and the Affirmative Action Consulting Service.

The Affirmative Action Consulting Service

The Affirmative Action Consulting Service encourages employers and unions to establish formal affirmative action programs for women in their organizations.

Since 1975 consultants have contacted 577 employers. As of March 31, 1983, ongoing consultative assistance was provided to 208 major employers, who are involved in the implementation of affirmative action strategies. In addition, the consulting service provides resources to organizations such as management consulting firms, and labour, professional and trade associations.

As part of a marketing strategy, the consulting service targets specific groups of employers to approach and assist. During the past year these groups have included the hospitality industry, municipalities and boards of education.

The consulting service has established two employer networks for both business and school boards to provide a forum whereby equal opportunity co-ordinators can exchange information regarding program implementation.

In order to determine the nature and extent of affirmative action activities in Ontario, a survey of 342 employers who had had previous contact with the Women's Bureau was completed. Of the 198 respondents, 100 employers reported involvement in affirmative action activities. This was an improvement over the survey of the previous year when 65 respondents reported involvement.

The consulting service also works in conjunction with the Ontario Human Rights Commission to assist employers who agree, through conciliation, to implement affirmative action programs.

During the year the consulting service produced and distributed over 30,000 affirmative action publications designed to assist employers in the development of affirmative action.

Advisory Council on Equal Opportunity for Women

The Ontario Advisory Council on Equal Opportunity for Women was appointed in 1979 to advise the Minister of Labour and the Women's Bureau on the best methods of establishing affirmative action programs for women in Ontario. Council members, representing management and labour, share concerns and experiences and encourage the implementation of affirmative action programs among a broader range of employers and unions.

The council submitted its Three-Year Report on Affirmative Action to the Minister of Labour. This report describes the council's progress to date and presents the views of members regarding affirmative action in the private sector. The council discussed the Three-Year Report on Affirmative Action with senior representatives of major public and private sector employer associations and with senior officials in the government.

Research and Information

The Research and Information section identifies, researches and develops material on the factors that determine the status of women in the work force in Ontario and other jurisdictions. Issues addressed this year include: pregnancy leave, part-time work, sexual harassment and termination of employment.

Specific activities of this section involve statistical documentation of women's labour force activity. Figures on female labour force participation rates, unemployment rates and the number of women workers are compiled monthly. Other factors such as occupational distribution and union participation are also monitored and the results published regularly in the fact sheet series entitled Women in the Labour Force. Statistical data are provided on request to a variety of groups and individuals, including the media, other government departments, educators and union officials.

Staff research and prepare extensive background notes and papers both for public use and in the development of ministry policy with relevance to women and employment. Material is also prepared for submission by Ontario to Canadian documents that form a part of international discussion, e.g. the Organization for Economic Co-operation and Development (OECD) task force on the economic status of women.

A major function of this section is the development, co-ordination and distribution of the bureau's printed and audio-visual materials.

The section responds to public requests for information, referrals, advice and assistance. It operates a resource centre open to the public for research purposes and maintains a film lending service to meet the expressed need for audio-visual material on women's issues.

Community Outreach

The Community Outreach Program provides assistance in the formation and development of community and government programs that prepare women to enter the work force or improve their current status in the workplace. The program has a focus on women with special needs, such as native, immigrant and low-income women. The consulting service includes advice on non-sexist career counselling, labour legislation, and the development of employment and training programs for women.

Projects this year have included:

- assistance in the development of West End Machining, a project located in Toronto, designed to train women in machining skills and which operates not only as a training centre, but as a business enterprise.
- continued assistance to special preparation programs such as Introduction to Non-traditional Occupations (INTO) and Women Into Trades and Technology (WITT), which are offered at most colleges in Ontario. Staff chaired a committee of representatives from the provincial and federal governments and the community colleges to advise on curriculum and suggest new initiatives.
- preparation for a conference for visible minority women, scheduled for September 1983, to be co-sponsored by the Race Relations Division of the Ontario Human Rights Commission and the Women's Bureau.
- development of a 'New Skills' workshop for career counsellors on ways to counsel women for entry into non-traditional occupations.
- placement of 13 Experience '82 students in community organizations across the province.
- workshops on Careers for Women, the Images of Women in Advertising, and the Effects of Microelectronic Technology, held in North-western Ontario and sponsored by the Women's Bureau in Thunder Bay.
- provision of a consulting service to vocational counselling services and community colleges to accelerate the entry of women into non-traditional occupations.

Public Education

Publications

The Women's Bureau continually develops and updates a number of publications, which are distributed free of charge upon request. To better serve the needs of immigrant women, several of these publications are available in languages other than English and French. A total of 385,033 publications were distributed in 1982/83. New publications were:

- New Skills for Women (French)
- Microelectronics Technology and Employment: A workshop for women.

The following publications were revised:

- Pregnancy Leave in Ontario
- Ontario Labour Legislation of Interest to Working Women
- Career Selector: Business and Finance
- Career Selector: Health and Paramedical
- Career Selector: Community Service and Education
- Your Rights as a Worker - English
- Blueprint for Employers

Speeches

The bureau's officers and director undertook 92 speaking engagements throughout the province on topics such as labour legislation, sexual harassment, affirmative action, skill training and the effects of microtechnology on women's employment.

Audio-Visual Productions

Slide-Tapes for school boards and students:

- Affirmative Action
- It's Up to You
- Consider Computers

The Northern office initiated and facilitated the development of a weekly cable TV series for women. The series addressed topics such as: workplace re-entry, non-traditional jobs, labour legislation and sex-role stereotyping.

Women Crown Employees Office

Barbara J. Speakman
Director

The Women Crown Employees Office (WCEO) was established in April 1974 to implement the recommendations of the 1973 Green Paper 'Equal Opportunity for Women in Ontario: A Plan For Action', related to improving the status of women employed in the provincial government.

The long-term purpose of the Ontario government's internal Affirmative Action Program is to achieve equal opportunity for women Crown employees by raising their level and diversifying their occupational distribution. The WCEO is responsible for stimulating and facilitating government-wide policies and practices to achieve this purpose and for monitoring and evaluating progress.

The WCEO's client group includes the ministries and Crown agencies of the provincial government and, through them, the women who work directly in the Ontario Public Service or who are employees of Crown agencies such as the Workers' Compensation Board.

The office has a complement of seven: a director, three program development officers, a program assistant and two support staff.

1982/83 Activities

Experience '82

As part of the Ontario Youth Secretariat's Experience '82 Program, the WCEO offered a summer employment program, which placed five students in various ministries to work on a range of affirmative action projects.

Monitoring and Evaluation

The office analysed ministry affirmative action plans and reported their results achieved to the cabinet and Management Board Secretariat. The office also conducted a status review of issues relating to personnel policies, practices and priorities integral to the program.

Technical Assistance and Program Support

Resource materials on affirmative action by the WCEO provided technical advice and assistance to ministries and Crown agencies for the development and evaluation of their affirmative action plans. The office provided the following technical assistance packages for the Affirmative Action Program managers: Management by Results (MBR) Technical Assistance Package and Planning Tools; A Guide to Affirmative Action Hire/Promotion Targetting.

It also conducted two workshops for Affirmative Action Program managers on the preparation of affirmative action plans using the Management by Results (MBR) process and arranged workshops on the government's classification and staffing systems. The office provided ongoing support to, and participated in, Affirmative Action Council task forces.

Semi-annually, the WCEO distributes a data package to all ministries concerning salary and occupational distribution comparisons of men and women.

A Resource Centre of information relating to the issues for the delivery of the Ontario Public Service Affirmative Action Program is maintained by the WCEO and is available to Ontario government employees working on affirmative action projects.

Women Crown Employees Office staff participated in a variety of internal speaking engagements in order to increase understanding of the goals of the Affirmative Action Program. These included regular presentations to the Civil Service Commission's 'Program Executive' Management Course, and its staffing training sessions for personnel administrators and program managers. The staff also spoke at ministry affirmative action conferences and representatives' meetings.

Details of the activities of the Women Crown Employees Office and results of the Affirmative Action Program will be found in the 1982/83 Annual Report on the Status of Women Crown Employees.

Affirmative Action Program

Sheila Dann*

Acting Program Manager

The program manager is a full-time position reporting to the deputy minister to promote equal employment opportunity in the ministry. The manager liaises closely with the Personnel Branch and the Women Crown Employees' Office.

The manager provides a resource to branch directors in implementing affirmative action and chairs a committee of branch representatives who act as a communications network to relay affirmative action information to ministry employees.

1982/83 Activities

The program manager assisted branch directors to fulfil their branch affirmative action commitments. She reported regularly to the deputy minister and prepared semi-annual statistical reports on the status of female employees in the ministry. She made presentations to the branch managers and to some regional offices on the progress of the program. She conducted career counselling interviews and maintained an inventory of all female employees in order to monitor hirings and promotions.

Eight two-day workshops, 'Preparing to Meet the Office of the Future', were presented to give women hands-on experience with micro-computers, an overview of their application in the office and future career paths that may be created by the new technology.

Six two-day workshops 'Career Development in a Time of Constraint' were presented to managerial women in the ministry.

Various one-hour workshops, e.g. 'Resumé Writing' and 'Make Your Meetings More Productive', were presented to all employees in 'Lunch and Learn' noon-hour seminars.

Legal Services Branch

Paul Hess, QC

Director

Legal Services Branch:

- drafts legislation as requested and gives advice thereon and presents it to legislative counsel;
- gives legal advice to the Ministry of Labour on problems pertaining to the interpretation and application of acts and regulations;

* Sheila Dann was appointed Acting Program Manager on September 20, 1982 replacing Beth Kendall, who accepted a position with Management Planning Branch, Ministry of Labour.

- consults with the branches of the ministry on investigations into alleged breaches of the acts and regulations and considers the sufficiency of the evidence and conducts prosecutions;
- acts as counsel to the ministry in inquiries and hearings held by or for the ministry under the acts;
- answers inquiries from the public regarding the application and scope of acts and regulations;
- attends inquests into fatalities occurring at workplaces, where required;
- generally, provides legal services as requested or required.

Legal Services has a complement of a director, four lawyers seconded from the Ministry of the Attorney General and support staff consisting of four secretaries. All personnel are located in Toronto.

1982/83 Activities

Members of Legal Services Branch appeared as counsel for the ministry in approximately 140 applications for review of orders to pay made or hearings under the Employment Standards Act.

During the fiscal year, members of the branch appeared in 185 cases involving prosecutions under the Occupational Health and Safety Act and 14 trials involving prosecutions under the Employment Standards Act.

Plant Closure Review and Employment Adjustment Branch

Robert D. Joyce
Special Advisor to the Minister

Harry N. Shardlow *
Director

Robert D. Joyce was appointed as the Special Advisor to the minister on employment adjustment problems in October 1980. The Plant Closure Review and Employment Adjustment Branch was formed in November 1980 to support the government's initiatives on layoffs and plant closures. The branch also includes the function of the Employment Adjustment Service.

1982/83 Activities

Activities of the plant closure review initiative are:

- to become aware of any announced or impending plant closure or major reduction of operation as soon as possible;
- to make contact with companies considering closure, and also with the employee representatives or unions, as required;
- to obtain information about the closures, and advise the government on the possibility of maintaining the operation;
- where the closure is unavoidable, to attempt to resolve any disagreements concerning termination rights and benefits and recommend the services of the ministry's mediation services, as required;

* Harry N. Shardlow was appointed acting director in June 1982 upon the conclusion of Rex G. Porter's secondment from the Ministry of Transportation and Communications, and was appointed director on September 1, 1983.

- to co-ordinate the involvement of the Ministries of Colleges and Universities, Intergovernmental Affairs, Industry and Trade, and Community and Social Services on a particular closure situation. This ensures that available Ontario government programs are focused effectively on the needs of those affected by the closure.

A program involving both group and individual employee counselling sessions is now available in large closures (involving 50 or more employees). The program is funded by the Ministry of Labour, delivered by local community colleges and co-ordinated through the Ministry of Colleges and Universities.

Ongoing activities of the Employment Adjustment Service include:

- monitoring layoffs and terminations in situations where 25 or more employees are involved;
- exchanging information and maintaining contact with other provincial and federal government agencies;
- advising employees and employers of the requirements of the termination legislation;
- assessing the need for, and participation in, the establishment of adjustment committees both in the formal sense and on an ad hoc basis.

The branch works closely with the Canada Manpower Consultative Service of the Canada Employment and Immigration Commission. The Ministry of Labour is a financial contributor to manpower assessment and incentive agreements, which support manpower adjustment committees in layoff situations (see following Table summarizing the statistics concerning the terminations and the use of these committees). The committees consist of employee and management representatives and an independent chairman. Their role is to assist employees affected by large scale terminations to become re-employed.

The branch currently has four full-time staff and uses the services of specialists in labour relations, as required, on a contract basis.

Statistics on Terminations	1981/82	1982/83
Termination Cases Involving 25 or More Employees		
Cases: Full Closures	93	110
Partial Closures	23	19
Reduced Operations	132	201
Totals	248	330
Employees: Full Closures	7,655	10,705
Partial Closures	1,908	1,240
Reduced Operations	16,731	33,624
Totals	26,294	45,569
Manpower Adjustment Committees		
Committees Established	79	55
Employees Terminated in Cases Where Committees Were Established	8,708	5,734
Financial Commitment	\$86,850	\$60,955
Counselling Program		
Programs Established	5	23
Employees Counselling	577	1,081

ONTARIO LABOUR RELATIONS BOARD

G.W. Adams, Q.C.
Chairman

D.K. Aynsley
Registrar and Chief Administrative Officer

The Ontario Labour Relations Board is a quasi-judicial tribunal responsible for the administration of the Labour Relations Act. Under this Act, the board:

- certifies trade unions as collective bargaining agents for employees;
- appoints officers to mediate complaints of contraventions of the Act, conducts hearings into complaints that are not settled, and grants remedial orders where it finds that the Act has been contravened;
- issues directions and declarations where unlawful strikes and lock-outs have occurred;
- settles jurisdictional disputes arising out of the assignment of work;
- accredits employers' organizations and employer bargaining agencies in the construction industry;
- certifies employee bargaining agencies in the construction industry;
- conducts arbitration hearings arising from grievances under construction industry collective agreements;
- terminates bargaining rights, and
- provides opinions to the Minister of Labour relating to his authority to appoint conciliation officers or arbitrators.

Composition

The board is composed of a chairman, 14 vice-chairmen (one, the alternate chairman), 17 employer representatives and 17 employee representatives. All are appointed by the Lieutenant-Governor in Council. Under the Act,* the board may sit in two or more divisions, provided a quorum is present in each division. The powers of the board in respect of certain matters may also be exercised by the chairman, the alternate chairman or a vice-chairman sitting alone.

It is common for six and, with increasing frequency, seven or eight divisions to be sitting simultaneously, sometimes in different parts of the province. While most cases are heard in Toronto, complaints involving discrimination in employment or cases involving a substantial number of witnesses are generally heard at or near the municipality in which the matter in dispute arose.

Board Reports

The board publishes a monthly report in two sections. The first section contains the full text of significant board decisions issued during the report month and an index of summaries on the subject matter of these decisions. The second section lists all of the cases disposed of by the board during the previous month by type of case and method of disposition and describes the bargaining units determined in certification cases.

* The Act refers to the Labour Relations Act throughout text.

** The board regards sine die cases as disposed of, although they are kept on docket for one year.

Caseload

In fiscal year 1982/83 the board received a total of 2,762 applications and complaints, an increase of only 16 cases over the intake of 2,749 cases in 1981/82. Applications for certification of trade unions as bargaining agents, one of the three major categories of the board caseload, decreased by 30 per cent from last year's filings. However, the other two major categories - complaints of contravention of the Act and referrals of grievances under construction industry collective agreements - increased by 13 per cent and 51 per cent, respectively.

In addition to the cases received, 427 were carried over from the previous year, making a total caseload of 3,189 in 1982/83. Of the total, 2,445, or 77 per cent, were disposed of during the year; proceedings in 332 were adjourned sine die** (without a fixed date for further action) at the request of the parties, and 412 were pending in various stages of processing at March 31, 1983.

The total number of cases processed during the year produced an average workload of 266 cases for the board's full-time chairman and vice-chairmen, and the total dispositions represented an average output of 204 cases.

Labour Relations Officer Activity

In 1982/83, the board's labour relations officers were assigned a total of 1,680 cases to help the parties settle differences between them without the necessity of formal litigation before the board. The assignments comprised 53 per cent of the board's total caseload, and included 276 certification applications, 39 cases concerning the status of individuals as employees under the Act, 695 complaints of contraventions of the Act, 645 grievances under construction industry collective agreements and 25 complaints under the Occupational Health and Safety Act.

The labour relations officers completed activity in 1,384 of the assignments, obtaining settlements in 1,213, or 88 per cent. They referred 173 cases to the board for decisions, proceedings were adjourned sine die in 93 cases, and settlement efforts were continuing in the remaining 203 cases at March 31, 1983.

Labour relations officers were also successful in having hearings waived by the parties in 155, or 70 per cent, of 214 certification applications assigned for this purpose.

Representation Votes

In 1982/83 the board's returning officers conducted and counted the results of 200 representation votes held among employees in one or more bargaining units in cases that were either disposed of during the year or in which a final decision closing the case had not been issued by the board by March 31, 1983. Of the total votes, 149 involved certification applications, and 51 were held in applications for termination of existing bargaining rights.

Forty-seven of the certification votes involved a single union on the ballot and 79 involved two unions. Of the two-union votes, 78 entailed attempts to replace incumbent bargaining agents and one involved two unions seeking to represent the same employees in collective bargaining for the first time.

A total of 11,473 employees were eligible to vote in the 200 elections held, of whom 9,153, or 80 per cent, cast ballots. Of those who participated, 4,304 voted in favour of union representation and 4,849 against. Fifty-six per cent of the employees who participated in the two-union certification elections voted for union representation, compared with 44 per cent who voted for union representation in the single-union elections.

Hearings

The board held a total of 1,414 hearings and continuation of hearings in 1,078, or 34 per cent of the 3,189 cases processed during the fiscal year, an increase of 144 sittings over the number held in 1981/82. Forty of the hearings were conducted by vice-chairmen sitting alone, compared with 103 in 1981/82.

Details of the activities of the board and its staff will be found in the board's 1982/83 annual report.

ONTARIO HUMAN RIGHTS COMMISSION

Borden C. Purcell
Chairman

George A. Brown
Executive Director

The Ontario Human Rights Commission, established in 1962, administers the Human Rights Code, 1981, which provides the right to equal treatment without discrimination with respect to services, goods and facilities, accommodation, employment, contracts, membership in vocational associations and trade unions on the grounds of race, colour, ancestry, place of origin, ethnic origin, citizenship, creed, sex, handicap, age (18-65 years in employment; 18 years and over in all other areas), marital status, family status, receipt of public assistance (in accommodation only) and record of offences (in employment only). In addition, every person has a right to freedom from harassment because of any of the prohibited grounds, including race and sex, in accommodation and employment. The Code also provides a remedy for unwelcome sexual solicitations or advances made by a person in authority, and for threats of reprisal because an advance has been refused.

Every person has a right to institute and participate in proceedings under the Code and to refuse to infringe a right of another person under the Code, without reprisal or threat of reprisal for doing so.

The commission is composed of a chairman, vice-chairman, and nine members who are appointed by the Lieutenant-Governor in Council. Three of the members constitute a Race Relations Division of the commission, and one of them is designated as Commissioner for Race Relations. They meet regularly to review settlement proposals, review requests for special employment programs under the Human Rights Code and to formulate policies on all issues with an impact on human rights in the province. A quorum of three commissioners meets weekly as a panel to review and approve the settlements of all cases before they may be closed.

When a settlement proposal is not in accordance with commission policy of rectification and remedy, the panel recommends that the commission refers the case to staff for further conciliation. Where a case reveals evidence of a discriminatory practice or pattern that suggests a need for policy or procedural changes, the panel makes recommendations for follow-up action.

The panel also reviews requests for exemptions from the provisions of the Code.

Those cases that cannot be settled in conciliation are referred to the full slate of commissioners. After evaluating the evidence, they decide whether to request the Minister of Labour to appoint a board of inquiry. If the commissioners decide that a board of inquiry is not appropriate in the circumstances, they will advise the parties in writing of the reasons for the decision. The complainant may ask for a reconsideration of this decision.

A board of inquiry is a decision-making body, which operates like a court. The person who presides over the board is appointed by the Minister of Labour. He or she is not a member or employee of the Ontario Human Rights Commission. The board hears testimony given under oath and makes a finding based on the evidence as to whether or not the Code has been contravened. If the board finds that there has been no contravention, the case is dismissed. When a case has been dismissed, the board may order the commission to pay the respondent's costs in certain circumstances. If the board finds that there has been a contravention of the Code, a board order may be

issued to ensure compliance with the Code, both for the complainant's case and for future practices. The board can also order compensation for loss to the complainant, and where the contravention has been engaged in wilfully or recklessly, may award up to \$10,000 to the complainant for mental anguish.

The decision of the board must be given within 30 days of the conclusion of the hearing.

The decision or order of the board may be appealed to the Divisional Court of the Supreme Court of Ontario.

In the last fiscal year, 22 such boards were appointed and 21 hearings completed.

The commission also performs human rights and public education activities among business and industry, media, unions, government, educational institutions, law enforcement and criminal justice agencies, and social and health institutions.

Under the Code, the commission conducts the following programs:

Conciliation and Compliance through the investigation and resolution of complaints filed under the provisions of the Code.

The functions of the Race Relations Division, as related to race, ancestry, place of origin, ethnic origin or creed, are set out in the Code as follows:

- to enquire into incidents of and conditions leading or tending to lead to tension or conflict based upon identification by a prohibited ground of discrimination and take appropriate action to eliminate the source of tension or conflict,
- to initiate investigations into problems based upon identification by a prohibited ground of discrimination that may arise in a community, and encourage and co-ordinate plans, programs and activities to reduce or prevent such problems, and
- to promote, assist and encourage public, municipal or private agencies, organizations, groups or persons to engage in programs to alleviate tensions and conflicts based upon identification by a prohibited ground of discrimination.

Public Education activities are developed and conducted to forward the policy that the dignity and worth of every person be recognized, and that equal rights and opportunities be provided without discrimination that is contrary to the Code.

Research activities are designed, undertaken and encouraged in order to eliminate discriminatory practices that infringe rights under the Code.

During the year, 831 formal complaints were registered with the Conciliation and Compliance Division and 762 cases were resolved; 567 informal complaints were handled and 40,163 referrals and inquiries were dealt with.

The Race Relations Division carried out 203 mediations and projects and 514 consultations during the year.

Thirty-two public educational projects and 1,130 activities were carried out under the Public Education Program.

The commission has 15 district offices, located in Hamilton, Kenora, Kingston, Kitchener, London, Ottawa, Sault Ste. Marie, Sudbury, Thunder Bay, Windsor, Timmins, St. Catharines, Mississauga, Scarborough and Toronto.

The commission is composed of 74 professional and 27 support staff.

Details of the activities of the Office of the Chairman and the staff will be found in the commission's 1982/83 report.

ADVISORY COUNCIL ON OCCUPATIONAL HEALTH AND OCCUPATIONAL SAFETY

Dr. J.F. Mustard
Chairman

Dr. Alan Wolfson*
Vice-Chairman

The Advisory Council on Occupational Health and Occupational Safety consists of 20 members - a chairman, a vice-chairman, six members representing management, six, representing labour and six, representing the public.

Under section 10 of the Occupational Health and Safety Act the functions and powers of the advisory council are:

- to make recommendations to the Minister of Labour relating to programs of the ministry in occupational health and occupational safety and
- to advise the minister on matters relating to occupational health and occupational safety that may be brought to its attention or be referred to it.

During the year the advisory council submitted seven advisory memoranda to the minister with a total of 15 recommendations. The advisory memoranda are:

- A Review by the Advisory Council of the Process Used to Develop a Standard for Vinyl Chloride and Council's Evaluation of the Criteria Utilized to Assess the Hazard of Vinyl Chloride Exposure in the Workplace.
- A Review by the Advisory Council of the Process Used to Develop a Standard for Coke Oven Emissions and Council's Evaluation of the Criteria Utilized to Assess the Hazard of Exposure to Coke Oven Emissions in the Workplace.
- A Review by the Advisory Council of the Process Used to Develop an Interim Standard for Asbestos and Council's Evaluation of the Criteria Utilized to Assess the Hazard of Asbestos Exposure in the Workplace.
- A Review by the Advisory Council of the Process Used to Develop a Standard for Noise and Council's Evaluation of the Criteria Utilized to Assess the Hazard of Noise Exposure in the Workplace.
- Principles and Procedures for the Interpretation of Epidemiological Studies.
- Interim Recommendations on the Electromagnetic Spectrum and the Potential Reproductive Hazards of Visual Display Units.
- Concerning the Legal Interpretation of the Occupational Health and Safety Act.

Details of the advisory memoranda and recommendations along with the minister's replies will be found in the advisory council's Fifth Annual Report, Volume 1.

*Resigned July 31, 1982 to take up the position of Chairman of the Ontario Manpower Commission. Dr. Carolyn Tuohy was appointed vice-chairman on June 24, 1983.

Following the receipt of the Report of the Special Advisory Committee on Carcinogens, council, in June 1982, widely distributed its Discussion Paper on the Control of Workplace Carcinogens. Thirty-three written briefs were received. In addition, five of the organizations submitting a brief indicated a desire to make a verbal presentation to council. Accordingly, council, in January 1983, held a public meeting at which these representatives of management and labour had an opportunity to present to council their views and opinions on council's discussion document. Although the discussion and comments were directed towards a narrow topic, many peripheral issues of critical concern to the whole area of occupational health and safety were brought to the fore. Council expects to present its advice to the minister on this topic later in 1983.

The Discussion Paper on the Control of Workplace Carcinogens together with copies of the written briefs received will be found in the advisory council's Fifth Annual Report, Volume 2.

The council secretariat consists of an executive secretary, an executive assistant to the chairman, three research officers, a committee officer and two secretarial staff.

ONTARIO MANPOWER COMMISSION

Dr. Alan D. Wolfson
Chairman

The Ontario Manpower Commission was established in 1979 with the mandate to oversee all manpower programs of the Ontario government and to make policy and operational decisions subject to the concurrence of the cabinet. The commission consists of a full-time chairman/commissioner, nine part-time commissioners and 29 full-time employees.

Reporting through the Cabinet Committee on Manpower, chaired by the Minister of Labour, the Ontario Manpower Commission develops short and long-term manpower strategies based on projected requirements of the economy and the composition of the work force. Areas within the commission's mandate include those relating to training, job creation, labour market information and human resources planning. In conjunction with individual ministries the commission develops evaluation methods to monitor the effectiveness of program delivery. It also monitors the effectiveness of regional manpower programs.

The commission undertakes specific studies of selected occupational areas and industrial sectors. It is also responsible for the general direction of five youth programs administered by other ministries. In addition, the commission is responsible for co-ordinating the development of specific employment strategies for women, the disabled and native peoples.

The commission played an important role in a number of major initiatives during the 1982/83 fiscal year. The commission participated in the negotiation of a three-year (1982-85) federal/provincial training agreement under the terms of the new National Training Act. The new legislation, in conjunction with the agreement, increases the funding for job-related skills training and encourages institutional and industrial training that is more closely oriented to the needs of the labour market, particularly the high technology growth industries.

Also, during this fiscal year, a successful new pilot program was introduced to reduce winter unemployment among the disadvantaged youth. The program, called Winter Experience, is directed at providing jobs for young people with special employment problems, such as high school drop-outs, the economically and socially disadvantaged and those in regions of high youth unemployment.

The commission also acts on behalf of Ontario in the administration of the Canada Ontario Employment Development (COED) Program, a federal-provincial job creation program. Provincial funding of \$100 million is provided by the Board of Industrial Leadership and Development (BILD), while federal funding of \$100 million is provided through Canada Employment and Immigration. The COED Program funds labour-intensive projects sponsored by municipalities, community groups, non-profit organizations and businesses across Ontario that conform to Ontario's strategy of using short-term job creation funding for the long-term economic benefit of the province. The COED Program is expected to create an estimated 26,000 jobs during its operating period (January 1983 to June 1984).

Several publications have been produced by the commission, including:

- Manpower Requirements in the High Technology Electronics Industry in Ontario: 1981-1985.
- The Impact of Microchip Technology on EDP Manpower Demand.
- Employment and the Physically Handicapped in Ontario.

WORKERS' COMPENSATION BOARD

Lincoln M. Alexander, QC
Chairman

The Workers' Compensation Board of Ontario, which operates out of 14 offices province-wide, including a Toronto head office, provides the province with three fundamental services: First, adjudicating claims for work-related injuries and occupational diseases and compensating workers for the resulting time lost from work and for permanent disability; second, furnishing injured workers with comprehensive medical and vocational rehabilitation services to help them return to a healthy life and gainful employment; and third, paying for these services through the collection of funds from the province's employers.

In 1982, new claims across the province totalled 349,747. Of total claims, 42.5 per cent (148,713) were accepted as lost-time claims (involving time off work and compensation payments). Another 52.6 per cent (183,990) of claims were accepted as no lost-time claims (for accidents that necessitated medical treatment, but no time off work beyond the day of the accident). Allowed fatality claims in 1982 totalled 203.

During the year, the board awarded total benefits (exclusive of legislative increases) amounting to \$768,828,000. The vast majority of the funds for the board's programs and services come from annual assessments on the province's employers -- in 1982, numbering approximately 160,000. In 1982, the board collected a total of \$696,604,000 in assessments and penalties.

Board rehabilitation staff throughout Ontario were instrumental in rehabilitating 3,482 injured workers in 1982. Of these, 2,705 were returned to work and an additional 777, who will not be returning to employment, were assisted in achieving financial self-sufficiency. Staff were aided in their job search activities by a public awareness campaign -- intended to encourage employers to contact the board with job opportunities for rehabilitated workers -- conducted under a new slogan, 'Back A Comeback'.

An important feature of the board's medical rehabilitation services is its 522-bed Hospital and Rehabilitation Centre in Downsview. The centre provides comprehensive therapy programs to injured workers on an in-patient and out-patient basis. The number of patients admitted to the centre has risen steadily in recent years (an increase of 23.7 per cent from 1978 to 1982), with 11,690 admissions in 1982. Of the 6,059 patients who completed a full program, 4,651 were fit to return to work, a success rate of 76.7 per cent in these complicated cases.

On December 21, 1982, a legislative amendment to the Workers' Compensation Act increased benefit levels to injured workers, surviving spouses and dependants, effective July 1, 1982. Among other things, benefits for permanent disability and for temporary total disability were increased. Processing of the adjustments in the 100,000 claims affected began immediately.

Further details of the board's activities in 1982 can be found in its 1982 Annual Report, which covers the fiscal year ending December 31, 1982.

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1983-84

Annual Report

Ministry of Labour



Ontario

1983-84

Annual Report

Ministry of Labour



Ontario

Fiscal year ending
March 31, 1984



Office of the
Minister

Ministry
of
Labour

400 University Avenue
Toronto, Ontario
M7A 1T7
(416) 965-4101

**His Honour
The Lieutenant-Governor in Council**

May it please Your Honour:

I have the privilege of presenting the 65th Annual Report
of the Ministry of Labour for the fiscal year ending
March 31, 1984.

I respectfully submit the report as attached.

A handwritten signature in dark ink, appearing to read "Russell H. Ramsay".

The Honourable Russell H. Ramsay
Minister



Office of the
Deputy Minister

Ministry
of
Labour

400 University Avenue
Toronto, Ontario
M7A 1T7
416/965-4115

The Honourable Russell H. Ramsay
Minister of Labour

Dear Mr. Ramsay:

I am pleased to submit the Ministry of Labour's Annual Report for the year ending March 31, 1984.

I believe that the Ministry and each of its programs played a positive role during the year in assisting both labour and management to achieve consensus, reduce conflict and enhance equity in the work place.

In that context, the Ministry continued to be an active partner in the province's consideration of mechanisms for facilitating ongoing labour-management dialogue on the broad social and economic challenges that face the community. I draw your attention in particular to the expanded mandate of the Quality of Working Life Advisory Committee which, under its new title, The Labour-Management Study Group, has embarked on an ambitious and promising new program covering a much broader range of economic and social issues.

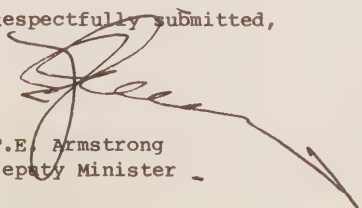
The Ministry made tangible progress in helping to enhance the substantial provisions for worker health and safety under the Occupational Health and Safety Act and by establishing, in co-operation with the Ministry of Agriculture and Food, the Ontario Task Force on Health and Safety in Agriculture.

It concluded an important phase of its review of workers' compensation law in preparation for the government's introduction of legislation to provide significant reform of the compensation system.

The Task Force on Employment and New Technology, which was established shortly after the year-end under the co-chairmanship of Robert White and William Boggs, with strong staff support from the Ontario Manpower Commission, is making excellent progress.

These achievements, and the many others of consequence described in this annual report were realized, in large measure, through the dedicated work of ministry staff, which performed its duties with sensitivity and professionalism.

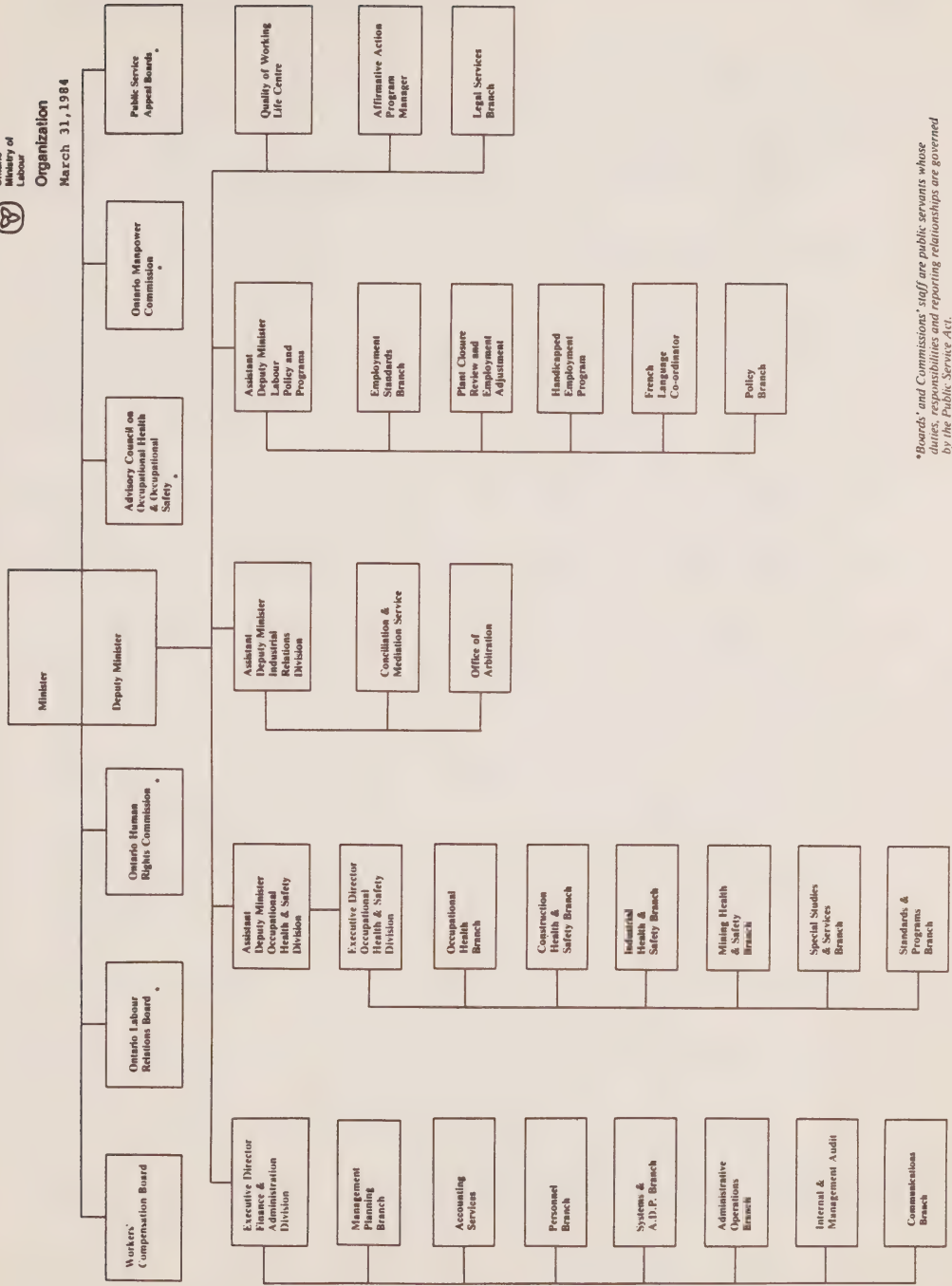
Respectfully submitted,


T.E. Armstrong
Deputy Minister

Enclosure

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*Boards' and Commissions' staff are public servants whose duties, responsibilities and reporting relationships are governed by the Public Service Act.

ACTS ADMINISTERED

	<u>Administered By</u>
Crown Employees Collective Bargaining Act	Public Service Appeal Boards
Employment Agencies Act	Employment Standards
Employment Standards Act	Employment Standards
Government Contracts Hours and Wages Act	Employment Standards
Hospital Labour Disputes Arbitration Act	Office of Arbitration
Human Rights Code, 1981	Human Rights Commission
Industrial Standards Act	Employment Standards
Labour Relations Act	Labour Relations Board
Ministry of Labour Act	Main Office
Occupational Health and Safety Act	Occupational Health and Safety Division
One Day's Rest in Seven Act	Employment Standards
Rights of Labour Act	Main Office
Workers' Compensation Act	Workers' Compensation Board
Workmen's Compensation Insurance Act	Workers' Compensation Board
Blind Workmen's Compensation Act	Workers' Compensation Board

Industrial Relations Division

L.V. Pathe
Assistant Deputy Minister

The role of the Industrial Relations Division is to promote harmonious relations between employers and employees. The division's overall objective is a stable labour-relations climate in the province.

This objective is pursued through three activities: Program Administration, the Ontario Conciliation and Mediation Service and the Office of Arbitration.

The Ontario Conciliation and Mediation Service provides conciliation and mediation assistance to labour and management involved in collective agreement negotiations. In addition, the service provides preventive mediation assistance to labour and management during the term of the collective agreement.

The Office of Arbitration administers the sections of the Labour Relations Act dealing with rights arbitration. The office also administers the Hospital Labour Disputes Arbitration Act and co-ordinates the appeal process under the Employment Standards Act. In addition, the Office of Arbitration is involved in the recruitment and training of arbitrators and assists the minister in maintaining a panel of approved arbitrators.

The objectives of the Industrial Relations Division in pursuit of sound labour-management relations are as follows:

- to encourage effective bargaining as contemplated by the Labour Relations Act;
- to promote peaceful settlements through conciliation and mediation service;
- to provide, where necessary, preventive mediation assistance to labour and management during the term of the collective agreement;
- to facilitate the processes of grievance and interest arbitration in accordance with the intention of the Labour Relations Act and the Hospital Labour Disputes Arbitration Act.

An assistant deputy minister is responsible for directing and co-ordinating the activities of the Industrial Relations Division.

During 1983/84 the office had a complement of three - an assistant deputy minister, an executive assistant and a secretary.

Construction Industry Advisory Board/Residential Advisory Panel

An advisory body known as the Construction Industry Advisory Board has been established to advise the minister on issues of common concern to labour and management in the construction industry.

In addition, a residential advisory panel has been formed to deal specifically with the residential sector of the industry. Both the board and the panel are composed of senior representatives of labour and management.

Ontario Conciliation and Mediation Service

Ray Illing
Director

Harry J. Sparling
Chief, Technical Services

The goals of the Ontario Conciliation and Mediation Service are to foster harmonious labour-management relations and to minimize disruption in the economy arising from strikes and lock-outs.

To achieve these goals, the service, operating under the authority of the Labour Relations Act carries out major programs in two areas - collective agreement dispute resolution through conciliation/mediation, and preventive mediation.

The service performs conciliation and mediation functions, assisting employers and unions to achieve settlement of their contractual differences. In addition, OCMS has firmly established a program of preventive mediation, which involves anticipating and providing for the needs of management and labour in the development of their relationship to minimize disruptions and to facilitate peaceful negotiations of collective agreements.

Dispute Resolution Process

The process has two steps. First, parties unable to achieve an agreement in direct negotiations must meet with a conciliation officer before they resort to the economic sanction of a strike or lock-out. During this stage, an officer enters the negotiations and employs mediation techniques in an effort to bring parties to settlement. Should the parties fail to effect total agreement, a report is made to the minister recommending whether or not a board of conciliation be appointed.

Although the use of boards of conciliation after the conciliation officer stage is an alternative under the Act to the establishment of a strike/lock-out deadline, few have been appointed in recent years. Subject to ministerial policy, they remain as important tools to deal with disputes involving public service, pattern-setting industries and contentious first agreements. If it is recommended that a board not be appointed, a 'no board' report is issued establishing a legal strike or lock-out deadline, which occurs 14 days following receipt of the notification to the parties.

During this period, the mediation service maintains contact with both parties keeping them aware of the availability of further mediation assistance.

The second step - mediation - is an informal one in which the services of a mediator are made available to the parties at any point in negotiations following the conciliation officer's report. While the techniques of mediation are similar to those of conciliation, the intensive nature of this assistance, the pressure of a deadline or ongoing work stoppage and the personal persuasive abilities of a senior mediator are additional factors.

Preventive Process

The main preventive mediation areas are the Relationship Improvement Program, the joint training of supervisors and union stewards, and assistance in establishing joint action committees.

The Relationship Improvement Program is designed to do exactly that - improve union-management relations. It is a two or three-day seminar approach and is an adaptation of the concepts of Relationship by Objectives (RBO), which has been used extensively since 1975 and has proved effective in the promotion, development and maintenance of sound relationships between employers and unions.

The focal point of the training program is joint problem solving. Working in close consultation with both parties, OCMS mediators determine their needs and design a training program to include the study of attitudes, communications, leadership, grievance administration, and roles and responsibilities.

The establishment of a joint action labour-management committee is recommended in situations where the relationship would be assisted by a vehicle for regular formal communication. This may be applicable in a particular area or industry or in an individual plant. Resources are made available to assist the parties to establish and structure such a committee.

There are a number of other preventive mediation activities:

- From the time of certification, the progress of first agreement negotiations is followed so that assistance can be offered where it appears that a fledgling relationship is encountering difficulty.
- Negotiations following a 'no-board' report are closely monitored so that parties are aware of the mediation services available to them and can have access to a mediator without delay at this critical period.
- Under the Act, the minister may appoint a disputes advisory committee. Such a committee, composed of representatives of labour and management, assists and advises the parties in particularly difficult disputes. The minister can also establish an industrial inquiry commission to examine a range of subjects relating to the bargaining process in that particular industry.
- By keeping a record of the service's experience in specific disputes, early pre-negotiation contact can be made with parties whose previous negotiations were characterized by poor relationships, contentious issues or complex bargaining co-ordination. Mid-contract involvement of mediators, either informally or as special officers under the Act, has the potential of encouraging the parties to work on improving their relationship, dealing with problems underlying recurring negotiation issues and reducing to manageable proportions the issues to be faced during the pressure of negotiations.

The complement of the service at March 31, 1984 consisted of the director, the chief, Technical Services, 10 mediators, 17 conciliation officers, two research staff and 12 clerical and support staff.

1983/84 Activities/Caseload

During 1983/84, a total of 2,204 collective agreements disputes was referred to conciliation officers. These assignments represented a decrease of 498, or 18 per cent over the total for last year (Table 1). The officers disposed of 2,069 cases during the year, a 24 per cent decrease over last year's dispositions. At year end, 501 cases were still being dealt with by the officers, compared to 366 in 1982/83.

Post-conciliation or mediation assistance was provided in 817 new cases in 1983/84, compared to 934 cases last year (Table 2). The parties reached agreement in 772 of the cases that were disposed of, although 152 of them involved a work stoppage.

Mediators played a preventive role in 52 new cases in 1983/84, compared to 79 in 1982/83 (Table 3).

Table 1

Conciliation Applications Dealt With Under the Ontario Labour Relations Act, Fiscal Year 1983/84

	1983/84		1982/83	
	Disputes	Employees	Disputes	Employees
Assignments Received by Officers	2,570	225,600	3,105	467,995
Carried From Previous Year	366	21,030	403	79,111
Assigned to Officer During Year	2,204	204,570	2,702	388,884
Assignments Disposed of by Officers	2,069	153,884	2,739	446,965
Settled by Officer				
Construction	17	3,943	58	2,365
Non-construction	548	26,135	624	69,713
No Board				
Construction	196	1,858	535	75,890
Non-construction	1,127	112,244	1,239	264,730
Referred to Conciliation Board				
Construction	0	0	0	0
Non-construction	0	0	0	0
Lapsed or Withdrawn				
Construction	30	390	87	12,207
Non-construction	151	9,314	196	22,060
Assignments Pending at March 31	501	71,716	366	21,030

Table 2

Remedial Mediation Activity, Fiscal Year 1983/84

	1983/84			1982/83		
	Total Disputes Empls.	No Work Stoppage Involved Disputes Empls.	Work Stoppage Involved Disputes Empls.	Total Disputes Empls.	No Work Stoppage Involved Disputes Empls.	Work Stoppage Involved Disputes Empls.
Assignments Received by Officers	987	105,700	785	77,848	202	27,852
Carried Over from Previous Year	170	10,796	134	8,790	36	2,006
Assigned to Officers During Year	817	94,904	651	69,058	166	25,846
Assignments Disposed of by Officers	828	86,739	669	62,645	159	24,094
Settled During Mediation	618	59,147	530	46,154	88	12,993
Settled Following Mediation Assistance	154	26,869	90	16,004	64	10,865
Arbitration	2	49	2	49	-	-
Lapsed	13	268	9	114	4	154
Closed by Mediator. No Further Action by Parties	41	406	38	324	3	82
Assignments Pending at March 31	159	18,961	116	15,203	43	3,758
	170	10,796	134	8,790	36	2,006

Table 3
Preventive Mediation Activity, Fiscal Year 1983/84

	1983/84		1982/83	
	Situations	Empls.	Situations	Empls.
Assignments Received by Officers	95	25,472	151	37,465
Carried Over From Previous Year	43	16,139	72	16,277
Assigned to Officers During Year	52	9,333	79	21,188
Assignments Disposed of by Officers	42	7,177	108	21,326
Assignments Pending at March 31	53	18,295	43	16,139

Office of Arbitration

Jean M. Read
Director

The Office of Arbitration assists the minister in carrying out his statutory responsibilities for constituting boards of arbitration and appointing single arbitrators under the Labour Relations Act and the Hospital Labour Disputes Arbitration Act. The office is responsible for the receipt and processing of requests from employers and trade unions for the appointment of arbitrators and nominees to boards of arbitration. This function involves identifying individuals qualified to act under ministerial appointment, providing administrative services to arbitrators, monitoring the progress of arbitration proceedings and cataloguing arbitration awards for public availability. In association with the Minister of Labour's Labour-Management Advisory Committee, which advises the minister on matters pertaining to arbitration, the office maintains a roster of arbitrators and is actively involved in the training of prospective arbitrators. Through its staff of grievance settlement officers, the Office of Arbitration also provides labour and management with grievance mediation services.

The Office of Arbitration also has responsibility for co-ordinating appeals under the Employment Standards Act and boards of inquiry pursuant to the Human Rights Code. The office publishes, and distributes to members of the industrial relations community, a monthly bulletin that summarizes current arbitration awards. Present circulation is approximately 5,000.

Labour Relations Act

A primary responsibility of the Office of Arbitration is to administer the expedited grievance arbitration procedure under section 45 of the Act. This statutory procedure may be invoked by either party to a collective agreement as an alternative to the arbitration procedure set out in the agreement. Upon receipt of a request under section 45, the minister is required to appoint a single arbitrator, who must commence to hear the dispute within 21

days of the request. The minister may appoint a grievance settlement officer to confer with the parties and attempt to effect a settlement prior to the hearing. Should the dispute proceed to a hearing, the Office of Arbitration endeavours to encourage a timely release of the award.

An advisory committee has been established under section 45 to advise the minister on matters relating to arbitration, particularly with respect to persons qualified to act as arbitrators. The chairman of the committee is the Assistant Deputy Minister, Industrial Relations Division, and its membership comprises three senior management and three senior labour representatives. A major achievement of the advisory committee has been the development of an arbitrator training program, which is administered by the Office of Arbitration and conducted under the guidance of accomplished arbitrators. Under section 44 of the Act, parties who have elected to follow the arbitration procedure in their collective agreement may request the minister to assist them in constituting a board of arbitration. For example, in the event of one party failing to appoint its nominee to the board or the parties' nominees failing to agree on a chairman, the minister, upon request, may make the necessary appointment. Alternatively, at the request of the parties, the Office of Arbitration will supply them with a list of arbitrators to facilitate their selection of a chairman. On a consensual basis, the services of a grievance settlement officer may also be made available to parties proceeding to arbitration under their collective agreement.

Hospital Labour Disputes Arbitration Act

The Hospital Labour Disputes Arbitration Act provides for compulsory arbitration of unresolved collective bargaining disputes between hospitals and trade unions representing hospital employees. Strikes and lock-outs are prohibited. The Office of Arbitration assists in facilitating the system of arbitration under the Act. It recommends to the minister the names of individuals for appointment as nominees or chairmen of boards of arbitration where parties have failed to constitute a board in accordance with the Act. The Office of Arbitration may also arrange the arbitration hearing, notify the parties and their nominees of the date and place of the hearing and monitor the proceedings to ensure that the award is released within a reasonable time after the hearing.

Employment Standards Appeals

The Office of Arbitration has assumed responsibility for co-ordinating appeal procedures under the Employment Standards Act. This includes employer appeals against orders to pay issued by employment standards officers. Referees are appointed on behalf of the Director of the Employment Standards Branch, and the Office of Arbitration handles all administrative procedures with regard to time and venue and ensures that all interested parties have been given due notice of the hearing. Referees appointed to hear these appeals are expected to issue their decisions within three weeks from the date of the final hearing.

Human Rights Inquiries

The Office of Arbitration has also been assigned responsibility for assisting the minister to constitute boards of inquiry under the Human Rights Code and co-ordinating hearing arrangements in accordance with the time limits set out in the Code.

1983/84 Activities

Continuing with its initiative of the three previous years, 1983/84 saw the successful completion of the ministry's fourth arbitrator development program. Five aspiring arbitrators graduated from the program during the year and are now receiving ministerial appointments.

Under section 45 of the Labour Relations Act, 1,302 single arbitrators were appointed. As a result of the involvement of settlement officers, 964 disputes were resolved prior to hearing for a settlement rate of 70 per cent. Aside from section 45, the minister was involved in the appointment of 225 arbitrators for parties experiencing difficulty establishing a board of arbitration. On 261 occasions, lists of arbitrators were supplied at the request of parties.

Services of grievance settlement officers were provided to parties proceeding to arbitration under their collective agreement in 615 cases. Of this number, 424 were resolved for a settlement rate in excess of 80 per cent.

Under the Hospital Labour Disputes Arbitration Act, 12 arbitrators were appointed by the minister. Lists of arbitrators were provided upon request in 18 cases.

Under the Employment Standards Act, 263 referees were appointed through the Office of Arbitration, while 30 boards of enquiry were set up under the Human Rights Code.

The caseload of the Office of Arbitration is more particularly described in Table 1 below.

The Office of Arbitration received and catalogued 1,875 awards during fiscal year 1983/84. Awards in the amount of 38,021 pages were purchased by the public.

The complement for 1983/84 was 17, consisting of a director, five grievance settlement officers and 11 clerical and administrative staff. In overload situations, grievance mediation assistance was provided by field staff from the Conciliation and Mediation Services Branch.

Table 1 — Activities during 1982/83 and 1983/84

	1982/83					1983/84				
	Empl. Stds. Appeals	Human Rights Bds of Enquiry	HLDA (Interest)	The Labour Relations Act (rights) s.44	Total 1982/83 s.45*	Empl. Stds. Appeals	Human Rights Bds of Enquiry	HLDA (Interest)	The Labour Relations Act (rights) s.44	Total 1983/84 s.45*
Panels Provided	x	x	20	199	x 219	x	x	18	261	x 279
Arbitrators/Referees - ministerially arranged	209	4	23	213	1,194 1,643	263	30	12	225 1,302	1,832
NonInees Requested	x	x	2	66	x 68	x	x	3	136	x 139
Ministerial Nominations	x	x	1	0	x 1	x	x	0	2	x 2
Pre-Hearing Mediation Assignments	x	x	x	613	1,271 1,884	x	x	x	615 1,375	1,990
Pre-Hearing Mediation Settlements	x	x	x	418	995 1,413	21	17	13	424 964	1,439
Total Awards Filled	210	0	30	1,182	440 1,862	172	6	27	1,097 573	1,875
Total Awards Purchased (pages)	x				40,116	x				38,021

Legend: 0 - no activity
x - not applicable
* expedited grievance arbitration

Occupational Health and Safety Division

Ann E. Robinson, PhD., FCIC
Assistant Deputy Minister

Brian Goodman, B.A., LL.B, LL.M
Executive Director

The Occupational Health and Safety Division seeks to improve worker health and safety in Ontario workplaces by:

- administering the Occupational Health and Safety Act and regulations;
- reviewing existing programs;
- developing new strategies, regulations, guidelines, codes, and hazard alerts to prevent occupational-related injuries and illnesses;
- advising, educating or training (as appropriate) all parties with respect to rights, duties and responsibilities under the legislation.

The assistant deputy minister is responsible for strategic planning with respect to broad policy issues and for external relations relating to the field of occupational health and safety.

The executive director is responsible for the delivery of services by the six branches of the division, operations policy, the Program Development Unit and related administrative program delivery and policy issues.

The complement of the division for 1983/84 was 732.

The division administers the Occupational Health and Safety Act and regulations for construction projects, mines and mining plants, and industrial establishments. It also administers a regulation for firefighters' head protection and a regulation defining critical injury. In addition, the division administers regulations for the control of exposure to certain toxic substances. Subsequent to the asbestos, coke oven emissions, lead, mercury and vinyl chloride regulations, noted in last year's annual report, regulations respecting isocyanates and silica became law.

In 1982 notices of the possible regulation of arsenic, acrylonitrile, benzene and formaldehyde, and cadmium, chromium, ethylene oxide and styrene were published. Proposed regulations and codes for benzene and formaldehyde were published in July 1983, and for acrylonitrile and arsenic in August 1983. The proposed benzene regulation was sent to the Advisory Council on Occupational Health and Occupational Safety on March 13, 1984.*

Technical issues arising from the proposed noise regulation continued to be studied by a three-person committee established by the ministry in March 1983. The committee is chaired by Mr. Kevin Burkett of the Ontario Labour Relations Board, with Mr. Ken Valentine, formerly of the United Steelworkers of America, and Mr. Norm Lockington of Dofasco, serving as members. The committee is advised by Dr. Edgar Shaw of the National Research Council of Canada. The special advisory committee received 68 briefs, and will share its draft report with the parties prior to submitting its recommendations to the minister.**

* The proposed acrylonitrile regulation was sent to council on April 19, 1984.

** The draft report was circulated to the parties on April 18, 1984 and comments were requested by May 31, 1984.

The division continued to consult with the parties regarding the extension of the Act to teachers, university academics and the farming community. A regulation extending the Act to teachers was filed on March 30, 1984. The Act will apply to university academics and teaching assistants on July 1, 1984*. A task force co-sponsored by the Ministry of Agriculture and Food was established to report on the hazards faced by those engaged in farming operations and on how those hazards should be controlled. The task force held its first meeting on October 14, 1983 and has continued to meet every three or four weeks. Hearings are planned for late 1984 and early 1985. A report is expected during the summer of 1985.

The division consulted with representatives of the diving community and developed a draft regulation.**

Discussions began with representatives of the petroleum industry concerning the drafting of regulations to cover workers engaged in drilling oil and petroleum wells.

The Mining Legislation Review Committee, under the chairmanship of Mr. Cam Barrett, has continued to review the mining regulations. In September 1983, 76 changes to the previous regulation became law.

On March 6, 1984 a regulation amending the Regulations for Construction Projects came into force to make sections of the construction regulations apply to all workers engaged in work on elevated or suspended workplaces on building facades. The regulation covers, among other workers, window cleaners. This is an interim measure since the division is developing a more comprehensive window-cleaning regulation.

During 1983/84 the division continued to administer the Lottery Awards Program. Funding was approved for many significant programs and projects in the area of manpower training and applied research. The minister made awards totalling \$600,000.

To promote awareness of the Act and regulations in order to encourage compliance, a guide to the Act and a guide for joint health and safety committees and representatives were published.

Consultation with management also helps to achieve compliance with the legislation and reduce injuries and illnesses. Division staff have continued to work with parties in the workplace to make them aware of their rights, duties and responsibilities.

The Advisory Service on Industrial Relations was transferred in August 1983 from the Occupational Health and Safety Division to the Industrial Relations Division, Conciliation and Mediation Services. To promote the internal joint responsibility approach to health and safety, the unit continues to work with the workplace parties as the Occupational Health and Safety Advisory Service.

Members of the division work along with other agencies, such as Labour Canada and the Atomic Energy Control Board, that have related interests in complementary legislation. Staff of the division serve as agents of Labour

* The regulation was filed on May 11, 1984.

** On May 9, 1984 a proposed diving regulation was published for comment, and distributed to interested parties.

Canada in administering health and safety standards in uranium mines. Staff of the division worked with Labour Canada, the Atomic Energy Control Board (AECB) and labour and management representatives of uranium mines in response to a request by the parties for a federal regulation incorporating by reference the Occupational Health and Safety Act, and giving authority to Ontario Ministry of Labour inspectors to administer and enforce the regulation. The division also provides information to government agencies on the health effects of various chemicals used in Ontario workplaces, not only those in the mining industry. Occasional visitors from other jurisdictions have been welcomed by the division.

In August 1983 responsibility for the toxic substance program was transferred from the Standards and Programs Branch to the Strategic Policy Unit and the Program Development Unit. The former reports to the assistant deputy minister and the latter reports to the executive director of the division. Each unit is headed by a manager. The Standards and Programs Branch continues to be responsible for assisting in the development of programs related to specific economic sectors, and hazards other than of toxic substances.

Strategic Policy Unit

The Strategic Policy Unit has a complement of six, including three scientists, a statistician and a policy analyst. The unit reports to the assistant deputy minister through its manager.

The mandate of the Strategic Policy Unit includes: establishing policy and setting priorities for control of toxic substances and physical hazards; maintaining external liaisons, and developing, administering and analyzing data arising from the work injury information system; and identifying development needs and priorities on the basis of technical, social and economic factors.

To properly address these tasks a number of activities were initiated. Issues considered included the preparation of criteria that may be used to assign priorities for control of toxic substances in the workplace; the use of risk assessment; and alternative control strategies to substance-by-substance designation. Routine monitoring activities were implemented, encompassing review of scientific and technical literature; trends and activities in other jurisdictions were also monitored.

The Strategic Policy Unit reviewed and analysed the final reports of studies of five toxic substances. Specific control strategies have been recommended for two substances. Further studies have been recommended for one substance. Background material has been evaluated, and recommendations to initiate contract studies have been made for three substances.

To assist in evaluating, and establishing priorities for, the substances appearing on the previously developed list of toxic substances for consideration of a control strategy, a brief summary of information, including health effects and main uses, has been prepared for all items on the priority list. Work is in progress to develop control strategies, other than substance-by-substance designation, such as generic regulations, and to determine for which types of substances such an approach would be appropriate.

Routine monitoring activities have, on occasion, uncovered substances not already on the list of toxic substances for which adverse health effects are reported or may be expected. Background information has been collected and reviewed for such substances.

Program Development Unit

On March 31, 1984 the Program Development Unit had a complement of 15. It reports to the executive director of the Occupational Health and Safety Division through its manager. The unit consists of a group of eight occupational health hazard analysts working under the direction of two project managers, an economic analysis group and an operational policy analyst. The economic analysis group, comprising three economists, was established in January 1984 following the decentralization of the Research Branch. The primary responsibility of the group is to advise and assist in the development of designated substances and other health and safety regulations.

1983/84 Activities

Early in fiscal year 1983/84 the Program Development Unit completed a designated substance regulation for silica, and met with officials of the advisory council to discuss the proposed silica regulation. At the same time, a final review was made of the isocyanates regulation, and the Regulation respecting Isocyanates - made under the Occupational Health and Safety Act was published in July 1983. The Regulation respecting Silica - made under the Occupational Health and Safety Act was published in December 1983.

The unit compiled and analysed public comments received on the Notice of the possible designation of eight substances published in November 1982. Proposed regulations and codes were published for benzene and formaldehyde in July 1983, and for acrylonitrile and arsenic in August 1983. Background documentation was prepared in support of the proposed regulations and placed in the Ministry Library and the district offices of the ministry for public review. Public comments received on these proposed regulations were compiled and analysed, and staff met extensively with industry and labour groups to discuss the proposed regulations and codes.

Occupational health hazard analysts made presentations at a series of public meetings during October 1983 to outline the ministry's response to the public comments received on the proposed regulations. The revised proposed regulations were reviewed, and reasons given for changes made.

After the public meetings, further public comments were received and analysed. The proposed regulations were again revised as appropriate in light of these comments. Unit staff also made field visits to gather additional information about the impact of the proposed regulations on specific companies and industry sectors.

Development continued on a proposed asbestos regulation for construction projects in close co-operation with the Construction Safety Association of Ontario. Staff met with construction industry management and labour representatives to discuss the proposed regulation.

The unit participated in a labour/management styrene seminar in September sponsored by the Society of the Plastics Industry of Canada for the purpose of initiating a styrene exposure reduction program in the reinforced

plastics/composites industry. Discussions were held with representatives of the reinforced plastics industry on the feasibility and content of such a program.

Development continued on proposed regulations and codes for cadmium, chromium and ethylene oxide. A task force was organized that undertook a survey of exposures to ethylene oxide in Ontario hospitals.

In addition to co-ordinating the development of proposed regulations, unit staff participated in meetings with industry and labour representatives to discuss proposed Notices requesting information on the health effects of, use in Ontario of and exposure of workers to, nickel and its compounds and coal tar products.

Staff assisted the Industrial Health and Safety Branch to develop a training program for the inspectorate on the hazards of pesticide application and the protective measures to be taken by pesticide applicators.

In addition to working on proposed designated substances, the unit is responsible for developing background information on other occupational health hazards. Studies on welding and torch cutting hazards and on epoxy resin systems were commenced. The studies will report on the nature and extent of worker exposures, workplace monitoring, exposure limits and legislation in other jurisdictions, and societal concerns. Copies of reports for coal tar pitch, nickel, aromatic amines and azo dyes were distributed to the public and placed in the Ministry Library. Draft reports were received for chlorine, coal tar pitch volatiles, epoxy resin systems and trimellitic anhydride. Final reports were received for aromatic amines and azo compounds, chlorine, coal tar pitch volatiles and trimellitic anhydride. Also commissioned was a study of the cost of styrene compliance methodologies in the reinforced plastics industry.

The unit assembled preliminary information on the health effects and use in Ontario of fire retardants, pesticide formulation and application, wood preservatives and welding fumes, and prepared a background document on the use of titanium dioxide in Ontario workplaces.

Draft data sheets for inspectors were prepared for toluene diisocyanate, mercury and mercury in its compounds, diphenylmethane diisocyanate, lead and lead in its compounds, vinyl chloride, 1,1,1-trichloromethane, tetraethyl and tetramethyl lead, and silica.

Draft explanatory booklets for the designated substance regulations entitled A General Guide to the Regulations and A Guide to the Lead Regulation were revised, and draft explanatory booklets for the mercury and isocyanates designated substances regulations were prepared.

An improved prosecution policy was developed that outlines situations where prosecutions are to be considered to ensure a uniform approach to prosecution under the Act and regulations.

The Economic Analysis Section drafted a framework for jurisdictional comparisons, and began the development of a comprehensive framework for in-depth economic analysis. It provided economic and cost analysis input to projects on titanium dioxide and ethylene oxide, and did preliminary work on a monthly report to link labour market conditions and work injury statistics.

Occupational Health Branch

Peter L. Pelmeur, MD, FFOM, CCBOM
Director

The objective of the Occupational Health Branch is to provide consultation and assistance to the inspectorate, employers and workers on the recognition, evaluation and control of health hazards in the workplace in order to promote a healthful and safe occupational environment for Ontario's workers. The branch therefore provides support services to the inspectorate branches of the Ministry of Labour, the Ministries of the Environment and Health and the Worker's Compensation Board.

The branch participates in the development of standards and guidelines to control harmful exposures in industrial environments that may adversely affect the health of workers. Senior staff have participated in the development of the designated substance regulations and have been largely responsible for the development of the codes. The branch is now engaged in auditing the medical and hygiene aspects of the control programs established under the designated substance regulations, and provides a series of chest X-rays, pulmonary function tests and blood and urine analyses.

The branch's journal, Occupational Health in Ontario, is published under the direction of an editorial board, and is available to libraries and health personnel without charge. Copies may also be purchased through the Government Bookstore at 880 Bay Street. The journal provides the reader with informative insights into new scientific and medical opinions in the field of occupational health.

The Occupational Health Branch program is initiated and administered through the branch's three services and a resource section, each of which reports to the director through a chief of service.

The branch's complement during fiscal year 1983/84 was 182. This was comprised of:

Administration and Resource Section - the director, a manager of program administration, an administrative assistant, a senior consultant, three physicians, two engineers, a scientist, an audiologist, a biostatistician, a liaison officer, a survey organizer, an administrator and 20 support staff.

Medical Service - 16 physicians, 10 nurses, 21 technicians and 10 support staff.

Hygiene Service - 20 hygienists and one support staff.

Laboratory Service - 13 scientists, 51 technicians and five support staff.

1983/84 Activities

Resource Section

To meet the demands for information on all aspects of occupational health and toxicology, the Resource Section provides scientific and medical support to the branch and ministry consultants, and assists in the

development of codes for designated substances. The two special projects, which commenced in fiscal year 1981/82, involving the assessment of hospital worker exposure to nitrous oxide, halothane and enflurane, and the assessment of worker exposure to formaldehyde, were continued.

The assessment, initiated in 1982/83, of the environmental and respiratory status of workers exposed to isocyanates in four polyurethane foam plants was completed.

The Noise and Vibration project, initiated in 1982/83, surveyed a foundry in 1983/84. The statistical analysis of the data and further surveys will continue in fiscal year 1984/85.

Under section 21 of the Act, companies are required to notify the Ministry of Labour of new toxic chemical or biological agents in Ontario. Section 21 deals specifically with new agents that have been introduced onto the market. Notifications are submitted to the director of the Occupational Health Branch, and a toxicologist within the Resource Section assesses the data supplied. Where a hazard to the health or safety of workers may exist, further reports and assessments are required by the director. Field visits to notifying companies are also performed. To date there have been 74 notifications, including 29 in 1983/84.

The Resource Section, in conjunction with the Systems and ADP Branch, is co-ordinating the utilization of a computer system to accommodate all the data received by the OHB. The computer system involves the usage of mini-computers, satellite terminals and the Queens Park data storage facility. The computer is also used by the section for the data analysis of the ongoing research projects.

Occupational Health Medical Service

This service has three sections: physicians, nurses and chest clinics. The senior medical and nursing consultants are located at Head Office in Toronto, and the consultants in field offices, with the inspectorate in Scarborough, Mississauga, London, Hamilton, Sudbury, Ottawa and Kingston.

Medical Consultants

The medical consultants work with the industrial, construction and mining inspectors as well as with other members of the branch to investigate situations where health hazards may exist, to evaluate occupational health services and to advise on the establishment of medical surveillance programs. The physicians also act as consultants to the Workers' Compensation Board, hospitals and family physicians. The consultants have participated in the branch research projects and in education activities. In total, 1106 field visits and 281 air quality comments were done by the medical consultants.

Nursing Consultants

The nursing consultants visit industries and institutions to promote employee health programs where none exist, and to encourage improvement and

expansion of existing occupational health programs. During the 1983/84 fiscal year, the collection of health questionnaire data for the Anaesthetic Gases and the Formaldehyde Projects was a priority for the nursing consultants, and resulted in a considerable reduction in the number of field visits.

In total, 361 field visits were made to promote occupational health directly; 506 days and 49 days were used respectively to administer and collect questionnaires for the Anaesthetic Gases and Formaldehyde Projects. To date, over 4,935 of the 6,000 workers exposed to anaesthetic gases have been interviewed with 2,803 controls, and all 977 selected industrial workers exposed to formaldehyde, with 653 controls, have been interviewed.

Source of Physician and Nursing Visits Requests

Carry over from 1982/83	292
Industrial Health and Safety Branch	362
Occupational Health Branch	467 (127 + 340 nursing)
Construction Health and Safety Branch	1
Workers' Compensation Board	531
Companies	11
Administration	6
Private Physician	5
Other	3
Total	1,678

Physicians Visits	Requests	Field Visits	Outstanding
Carry Over	292		
April	76	62	
May	86	82	
June	107	100	
July	60	63	
August	94	87	
September	112	91	
October	84	119	
November	87	86	
December	102	71	
January	82	89	
February	91	109	
March	65	147	
Total	1,338	1,106	232

Nursing Visits	Field Visits	Outstanding
Carry Over	0	
April	25	
May	28	
June	27	
July	41	
August	36	
September	36	
October	40	
November	23	
December	11	
January	19	
February	33	
March	42	
Total	361	0

Summary of Field Visits

Source	Totals
Physicians	1,106
Nurses	361
Hygienists	1,818
Pre-Development Review (Engineers)	56
Liaison Officer (Chest Services)	21
Occupational Health Laboratory Technicians	1,333
Total Field Visits	4,695

Chest Clinics

There were two major initiatives during the 1983/84 fiscal year. Firstly, in the northern clinics, Thunder Bay, Elliot Lake, Sudbury, Timmins and Kirkland Lake, major re-appraisals and adjustments were made to X-ray equipment for standardizing the quality of radiographs. While this had already been started with the four mobile units servicing southern Ontario, the transfer of the northern clinics in late 1982 to the Ministry of Labour led to an extension of this quality control program. Secondly, in the south, new mainframe computer services were programmed and put into routine use for reporting radiographic and spirometric results.

A film collection for Canadian readers of chest X-rays by the International Labour Organization code, started during the previous year, has been continued. A retrospective study of silicosis in Ontario miners was started in association with staff from McMaster University, and data gathering for a smaller study of control subjects in the evaluation of exertional breathlessness in pulmonary disability claimants was completed. A wood-worker's study organized by the Occupational Health clinic at St. Michael's Hospital in Toronto used spirometric equipment and a technician from the Ministry of Labour pulmonary function laboratory. Similarly, the chest clinics continued, when requested, to serve other sections of the ministry with specialist advice.

I Southern

(a) Chest X-rays

Chest X-ray examinations were carried out mainly for the surveillance of workers exposed to the three designated substances - free silica, asbestos and isocyanates. Smaller numbers of workers exposed to other respiratory hazards, such as beryllium, hard metal (tungsten carbide and cobalt), nepheline syenite and cadmium, continued to be served in ongoing programs started in previous years.

In December 1982 the northern chest clinics were transferred from the Ministry of Health to the Ministry of Labour. Miners in the North Bay region were examined at mobile units sent from Toronto. Considerable efforts were made to ensure uniform X-ray quality in all clinics. This involved recalibration and renovation of equipment to pneumoconiosis-oriented film reading requirements.

A total of 23,714 workers were examined (Table 1). Of these 14,298 were in silica exposure, 4,464, in asbestos exposure, 1,156, in isocyanate exposure, and 3,796 were exposed to other respiratory hazards.

Twenty-eight persons were found to have newly developed radiographically suspected silicosis (Table 2).

Examinations were conducted on 4,464 asbestos handlers. Newly developed radiographically suspected pulmonary parenchymal asbestosis was found in five (Table 3).

Five persons were suspected of having pulmonary malignancy.

Fifty-seven workers were diagnosed as having dust effects, i.e. showing an X-ray pattern that was consistent with the earliest possible appearances of pneumoconiosis, but of insufficient degree to make a firm X-ray diagnosis. Such films are re-examined with special attention at appropriate intervals.

During 1983/84, 502 chest X-rays were taken on claimants for evaluation by the Advisory Committee on Occupational Chest Disease.

Table 1

Chest X-ray Examinations

Silica Mines	1,639
Silica Foundry	5,342
Silica Others	7,317
Asbestos	2,938
Asbestos and Silica	1,481
Isocyanates	1,156
Others	3,796
Total	23,714

Table 2

Silicosis

Of 14,298 persons employed in various silica exposures, radiological evidence of silicosis was reported in 49. Twenty-eight of these were newly diagnosed.

	Previously Reported	Newly Diagnosed	Total
Simple Silicosis	19	26	45
Complicated Silicosis	2	2	4
Total	21	28	49

Table 3

Asbestosis

Of 4,464 asbestos exposed persons examined, radiological evidence of asbestosis was reported in 32. Five of these cases were discovered in 1983/84.

	Previously Reported	Newly Diagnosed	Total
Asbestos Exposure	16	4	20
Asbestos/Silica Exposure	11	1	12
Total	27	5	32

(b) Pulmonary Function

Forced expiratory spirometry with portable spirometers continued to be used as the main physiologic surveillance tool by field staff on visits to industries. An innovation late in the year was the printing of a brief standardized respiratory questionnaire on the tracing sheet to indicate symptoms that might help in the interpretation of abnormal numeric values. Earlier in the year, detailed occupational and exposure histories had been started when the mainframe computer system went into routine service. The pulmonary function laboratory staff helped in the development of systems for entering this new information into the mainframe computer.

During the year, the laboratory staff analysed spirometric tracings from 24,396 employees in 1,028 companies (Table 4). The significant abnormalities are listed in Table 5. Complex pulmonary function studies at rest and on exercise were done in the Toronto clinic for the evaluation of 494 claimants to the Workers' Compensation Board.

A unique grading system for estimating the quality of spirometric tracings was designed and introduced during the past year. This permits a semi-quantitative as well as a qualitative assessment.

Table 4

Pulmonary Function Tests

Silica Mines	1,639
Silica Foundry	5,342
Silica Others	7,317
Asbestos	2,983
Asbestos and Silica	1,481
Isocyanates	1,838
Others	3,796
Total	24,396

Table 5

Pulmonary Function Tests

Exposure Group	Number of Employees	* Significant Abnormalities	
		# Tests	% of Total
Silica Mines	1,639	62	3.8
Silica Foundry	5,342	166	3.1
Silica Others	7,317	261	3.6
Asbestos	2,983	111	3.7
Asbestos/Silica	1,481	53	3.6
Isocyanates	1,838	30	1.6
Others	3,796	130	3.4
Total	24,396	813	3.3

*Significant abnormalities determined by Crapo et al. Equations are categorized as moderate, moderately severe, severe obstruction or restriction, and combined obstruction with restriction.

II Northern

A total of 13,255 miners were examined (Table 6). Twelve miners were found to have newly developed radiographically suspected silicosis.

The activities, results and findings for both southern and northern clinics are summarized in Table 7.

Table 6

Northern Chest Clinics

Clinical Location	Number of Workers Examined	Number of Chest X-rays	Number of Pulmonary Function Tests
Elliot Lake	2,985	3,612	2,499
Kirkland Lake	1,135	1,541	1,087
Sudbury	5,845	9,057	5,745
Timmins	3,290	4,909	3,241
Thunder Bay*	---	---	---
Total	13,255	19,119	12,572

Table 7

Summary (Northern and Southern Chest Clinics)

Activities

Number of X-rays	42,833
Number of pulmonary function tests	36,968

Results and Findings

New cases of suspected silicosis	40
New cases of suspected asbestosis	5
New cases of suspected dust effects	104
New cases of suspected other pneumoconioses	4
Suspected neoplasms	9
Suspected TB	11
Suspected sarcoidosis	11
Significant pulmonary function abnormalities	813

Occupational Health Hygiene Service

The chief of service is located at Head Office in Toronto, and the occupational health hygienists in field offices with the inspectorate in Scarborough, Mississauga, Hamilton, London, Windsor, Sudbury and Ottawa. They act as consultants to the inspectorate branches of the Ministry of Labour and may also respond to requests from industry, trade unions, health units and community organizations through the inspectorate, and the Worker's Compensation Board.

The service conducts field investigations of chemical, physical and other health hazards, audits exposure of workers to chemical substances and physical agents and recommends corrective action. These field visits are made to identify and evaluate workers' exposures and to recommend control measures for hazardous substances.

* Included in Southern Clinic statistics.

Engineering consultants of the service provide advice to the line branches on the quality of engineering controls during the review of plans and drawings submitted for approval. The service has been actively involved with comments on assessments and control programs.

In the fiscal year, 1983/84, substantial improvements have been achieved by the service staff in the number of field visits. The field visits are generally unannounced, and the consultant is usually accompanied by an inspector from one of the ministry's line branches.

In total, 1,818 field visits, 1,052 air quality comments and 56 pre-development reviews were done by the Hygiene Service staff.

The service has provided significant input in the development of respirator codes for the designated substances. During 1983/84 six such codes were developed and reviewed. The line branch inspectors, at several regional seminars, were subsequently trained in application and use.

Source of Hygienist Visit Requests

Carry over from 1982/83	554
Industrial Health and Safety Branch	1,162
Occupational Health Branch	334
Construction Health and Safety Branch	33
Workers' Compensation Board	148
Companies	17
Administration	1
Other	5
Total	2,254

Hygienists Visits	Requests	Field Visits	Outstanding
Carry Over	554		
April	131	104	
May	132	194	
June	121	189	
July	108	123	
August	152	213	
September	149	139	
October	157	128	
November	173	156	
December	147	171	
January	133	130	
February	143	150	
March	154	177	
Total	2,254	1,874	380

Occupational Health Laboratory

The laboratory provides analytical and air sampling services to the medical and hygiene services of the branch. Analyses are also requested by physicians, health units, the Workers' Compensation Board and other government agencies.

Approximately 45 per cent of analyses are of blood and urine samples collected from workers exposed to hazardous substances; these samples are collected as part of medical surveillance programs. Analyses include determination of lead in blood, mercury in urine and cholinesterase in blood samples.

Analyses of adsorbents or filters used during air sampling procedures or of material samples of unknown identity or composition account for the remainder of the laboratory's caseload.

In this year approximately 45 per cent of all analyses were directly or indirectly related to the seven designated substances for which regulations have been filed.

Several new analytical methods were developed and many old ones were reviewed and improved. This enabled the laboratory to keep abreast of the technical requirements of air quality assessments in general, and to analyse and identify new occupational health hazards.

A total of 1,333 field visits were made by the occupational health technicians to sample the exposure levels of workers to chemical substances and physical agents at the request of branch consultants. They have also participated in the branch research projects.

The service has developed the codes for air sampling and analyses for designated substances regulations; has initiated a program to determine methods equivalent to those in the codes; has introduced a proficiency testing program with private laboratories for air samples generated in the laboratory; has maintained and expanded a similar proficiency testing program for clinical samples; and has extended its program to computerize the analytical data generated. The computerization, in particular, has allowed more efficient recall of past data and greater flexibility in statistical manipulations of data to determine hazardous occupations.

Environmental Assessment Requests

Carry over from 1982/83	396
Industrial Health and Safety Branch	6
Occupational Health Branch	1,346
Total	1,748

Environmental Assessments	Requests	Field Visits	Outstanding
Carry Over	396		
April	91	79	
May	115	127	
June	109	137	
July	111	109	
August	108	108	
September	104	86	
October	108	114	
November	120	105	
December	110	117	
January	124	105	
February	114	108	
March	138	138	
Total	1,748	1,333	415

Summary of Analyses

Clinical Samples	31,831
Materials Samples	2,667
Air Samples	32,151
Physical Agents	6,779
Total Number of Analyses	73,428
Samples sent to Private Laboratories for Proficiency Testing	414

Analyses	Air Samples	Bulk Samples	Clinical Samples	Total
Asbestos	887	533	0	1,420
Benzene Solubles	557	0	0	557
Isocyanates	1,565	15	0	1,580
Lead	1,508	84	23,867	25,459
Mercury	90	6	2,768	2,864
Silica (Quartz)	1,538	143	0	1,681
Vinyl Chloride	433	2	0	435
Other	25,573	1,884	5,196	32,653
Total	32,151	2,667	31,831	66,649

Materials: Summary of Source

IHSB	282	Special Surveys (Asbestos)	108
OHB	642	Companies	8
MHSB	51	Other	2
CHSB	67	Ontario Cancer Inst.	17
Health Units	13		
		Total	1,190

Construction Health and Safety Branch

D.M. Pizak, P. Eng
Director

The Construction Health and Safety Branch is responsible for encouraging construction employers and workers to implement the most appropriate measures and procedures that would reduce the incidence of accidents and illnesses associated with construction operations across the province. The branch administers and enforces the requirements of the Occupational Health and Safety Act, R.S.O. 1980, C.321 and Regulations for Construction Projects. This legislation applies to a dynamic industry with a work force estimated to be 248,500 during the fiscal year 1983/84. The industry encompasses activities such as erection, alteration, repair and demolition of buildings and structures, the construction of shafts and tunnels, including work in compressed air, on highways, railways, sewers and watermains and working with conductors of electrical energy, solids, liquids or gases.

During the final month of the 1983/84 fiscal year, a regulation amending the Regulations for Construction Projects was promulgated in Ontario to make sections of the Regulations for Construction Projects apply to every workplace in Ontario where workers are suspended on building facades. The branch is now responsible for ensuring effective protection against hazards for workers engaged in window cleaning operations.

Officials of the branch engage in continuous dialogue with the construction industry by pre-construction consultations, consultation in the workplace during construction and by active participation at meetings convened by district and regional health and safety committees. Both labour and management in the construction industry have recognized the advantages of working co-operatively with the branch to advance the principles contained in the Act and construction regulations. They have established district and regional committees comprising labour and management representatives from a variety of construction trades. Their focal point is the Provincial Labour-Management Health and Safety Committee based in Toronto. The branch director attends monthly meetings of this committee and takes an active role in assisting its members in their understanding of the Act and Regulations for Construction Projects. He also presents the ministry's views on health and safety in the construction industry. In addition, he attends quarterly meetings of joint regional/provincial health and safety committees. Branch officials at all levels similarly participate at monthly meetings of local district and regional health and safety committees.

Officers of the branch inspect construction projects at regular intervals. When potential health or safety hazards are identified, every effort is made to encourage workers and management representatives to correct problems. They are directed to comply with the legislation in order to eliminate the hazards. However, other strategies, including prosecutions, are sometimes necessary to obtain compliance, particularly when the identified hazards could result in serious or fatal injuries to workers. Consultations on projects afford workers who do not have union affiliation with opportunities to understand the specific requirements of the legislation.

The branch investigates fatalities, critical injuries and serious accidents, including those involved with the use of heavy equipment and machinery. It is also the policy of the branch to investigate every complaint concerning construction activity regardless of the nature of the complaint and without revealing the identity of the complainant. Branch officials investigate situations where workers refuse work that they consider to be a danger to their health and safety. However, during 1983/84, the branch did not receive any notices of refusals.

Branch Organization

The branch is organized into four subdivisions for purposes of administration, with the director centrally located in Head Office. He is assisted by a senior consultant, and three regional administrators who are responsible for the activities of local district managers and teams of construction safety officers in each region. A specialist team, headed by a manager, is located in the Head Office. This team inspects underground construction work throughout the province. Regional engineers located in each of the four subdivisions provide a technical consultation service to line managers and officers.

On March 31, 1984 the Construction Health and Safety Branch had a total complement of 114 staff, including one director, 102 field inspectors and 11 support staff.

1983/84 Activities

During the 1983/84 fiscal year, construction health and safety officers completed 61,954 inspections of construction projects, an increase of about one and one half per cent over the 1982/83 fiscal year. A total of 24,687 orders were issued during these inspections, compared with 24,378 during the previous fiscal year. Inspections included 1,206 inspections of 180 underground projects. A total of 459 orders were issued during these underground inspections.

There has been a declining trend in the occurrence of fatalities on construction projects during recent years, with a total of 35 occurring during fiscal 1978/79 when the existing legislation was proclaimed in force, and 25 during the 1983/84 fiscal year. Unfortunately, this was still six more than the previous fiscal year.

During the year, the branch reviewed its operational procedures to consider what improvements could be made to the service provided to the construction industry. During February 1983, a senior professional engineer from another area of the division joined the branch as a special consultant to assist the director in program evaluation and implementation of appropriate methods and procedures.

One of the improvements was the introduction of Hazard Alerts for the purpose of directing the attention of the construction industry to identified problems. During fiscal 1983/84, a Hazard Alert was issued to focus on the problems attributable to improper erection of wood trusses.

Legislation Review

Specific regulations governing the use of toxic agents in construction have not yet been enacted, although a draft regulation to protect workers engaged in asbestos removal operations has been published. The construction industry specifically requested a regulation by procedure as the most effective method of controlling illnesses to construction workers exposed to asbestos. Officials in the branch have worked in close co-operation with other ministry officials to prepare the draft asbestos regulation. This regulation will be finalized and others prepared once the Report of the Royal Commission on Matters of Health and Safety Arising From the Use of Asbestos in Ontario has been reviewed and analysed.

The branch is involved in an ongoing legislative review process. During fiscal 1983/84, the branch prepared a first draft of amendments, which was distributed to the construction industry for comment. After receiving feedback from the industry, the branch commenced preparation of a second set of draft amendments. It is anticipated that the second review process with the construction industry will be completed during the middle of the next fiscal year. In addition, on March 6, 1984 the branch became responsible for administering a regulation governing the safety of all workers engaged in window washing from elevated platforms, boatswain's chairs and scaffolds.

Inspection and Fatality Data	1983/84	1982/83
Complement	114	117
Workers in the Work Force	248,500	254,500
Projects/Establishments	10,727	9,224
Non-Fatal Accidents Reported	9,547	9,347
Accidents Investigated	834	751
Fatalities Investigated	25	19
Refusals to Work Investigated	Nil	5
Complaints Investigated	1,113	1,069
Inspections	61,954	60,993
Orders Issued	24,687	24,378
Repeat Orders	3,511	3,097
Stop Work Orders Issued	563	408
Consultations	601	468
Case Prosecutions	309	245
Convictions	261	205
Fines	\$274,235	\$319,984
Revenue	Nil	Nil

Underground Project Inspection Summary
April 1, 1983 to March 31, 1984

	Projects under Inspection	Completed during year	C/F to next year	Length of Tunnel feet		Projects under Compressed Air	No. of Inspec.	No. of Directs.	No. of Inspections with no Directions
				Less than 60"	60" diam. and over				
Long tunnels	58	35	23	4,751	16,074	4	756	350	590
Short tunnels (under 50')	68	61	7	2,844	370	-	247	33	227
Jacked tunnels	17	16	1	2,469	510	-	110	58	83
Other underground structures	37	25	12	805	-	-	93	18	81
Totals	180	137	43	10,869	16,954	4	1,206	459	981

Projects Under Compressed Air
April 1, 1983 to March 31, 1984

No.	Location	Pressure		No. of Decompressions			Total	No. of Cases of Decompression Sickness
		Min.	Max.	Shift Workers	Supervisors Etc.			
81/90*	Ottawa	9	10	79	50		129	-
81/133*	Toronto	3	7	480	199		679	-
82/69*	Scarboro	2	10	134	62		196	-
83/83	Toronto	5	10	182	95		277	-
Totals				875	406		1,281	-

* Projects still in progress in April 1984.
There were no cases of bends reported for the year 1983/84.

Industrial Health and Safety Branch

W.S. Melinyshyn, P. Eng
Director

The Industrial Health and Safety Branch is responsible for ensuring implementation of effective occupational health and safety programs designed to reduce the incidence of illness or injury caused by industrial activities and processes across the province. The branch administers and enforces the Occupational Health and Safety Act and Regulations for Industrial Establishments, specific toxic substances and firefighter protective head gear.

The Act applies to an estimated 2.9 million workers in more than 150,000 industrial establishments/institutions in this province, including those employed in industry, logging, hospitals, schools, colleges, universities, police, fire, detention and correctional institutions, transportation and municipalities.

Officers of the branch inspect workplaces at various intervals and always in conjunction with a system supporting self-regulation and involvement by labour and management. Employers and employees themselves have the primary responsibility of occupational health and safety programs in their workplaces, and are encouraged to meet their individual responsibilities.

The branch conducts investigations into deaths, critical injuries, serious accidents and complaints about working conditions as well as into situations where workers refuse to work because they have reason to believe that their health or safety is endangered and they have been unable to resolve the issue with the employer and worker representatives.

The increasing use of toxic chemicals and agents in the workplace requires careful monitoring to establish controls of potential health hazards. The branch, in co-operation with the Occupational Health Branch, arranges health surveys of establishments where these particular hazards may occur and, based upon the findings, takes appropriate action. The branch officials devote particular attention to the implementation of the designated substance regulations as they become law.

Professional engineers on staff with the branch review drawings of new industrial buildings or proposed alterations to existing structures and provide professional technical expertise to ensure compliance with the Act and regulations.

On March 31, 1984 the Industrial Health and Safety Branch had a staff of 177, including one director, 167 field staff and nine support staff.

1983/84 Activities

During the year, officials of the Industrial Health and Safety Branch completed 38,014 inspections, 5,283 investigations and issued a total of 48,881 orders. The number of fatalities in establishments under the branch's jurisdiction decreased from 54 to 48. Of these, 41 occurred in industrial workplaces and seven occurred at logging operations.

The total of non-fatal accidents decreased from 85,992 in 1982/83 to 83,993 in 1983/84.

The branch has implemented a number of operational improvements to provide better service to clients.

Some of the changes implemented are:

Co-signature on Inspection Reports - Inspectors now encourage worker representatives, as well as employer representatives, to sign all inspection reports.

Compliance (order follow-up) letters - Previous procedures provided for letters that requested confirmation of compliance to be mailed to a company 30 days after orders were issued. This procedure has been revised to provide for compliance forms to be left at the workplace at the time the order is issued. This revised form, which provides for worker and employer representative signatures and comments, will ensure that workers are informed of compliance with orders. This change has been fully implemented.

Hazard Alerts - The Industrial Health and Safety Branch has adopted a system of Hazard Alerts specifically directed at certain areas causing problems. Some of these areas where alerts have been issued are:

- 1) Sidewalk sandspreaders
- 2) Enriched oxygen atmosphere
- 3) Carbon monoxide hazard in arenas
- 4) Suspended equipment and displays
- 5) Elevated or suspended workplaces on building facades
- 6) Hang up trees
- 7) Chicots

Data Base Expansion - The branch is currently expanding its information data base and utilizing more WCB computer information.

Analysis of Non-Fatal Accident Reports
(Figures in brackets refer to unionized industrial establishments)

Accident Group	Number of Industrial Establishments		Number of Production Employees		Number of Accidents Reported	
Nil	54,677	(7,116)	525,282	(190,884)	-	-
1-5	14,331	(3,870)	446,993	(209,660)	27,165	(8,575)
Over 5	3,222	(2,171)	627,247	(500,207)	56,828	(44,408)
Total	72,230	(13,157)	1,599,522	(900,751)	83,993	(52,983)

Inspection and Fatality Data	1983/84	1982/83
Complement	177	184
* Workers in the Work Force	2,900,000	3,100,000
Projects/Establishments	150,000	150,000
Non-Fatal Accidents Reported	83,993	85,992
Accidents Investigated	849	571
Fatalities Investigated	48	54
Refusals to Work Investigated	131	118
Complaints Investigated	109	97
Other Investigations	4,146	--
**Inspections	38,014	46,480
Orders Issued	48,881	56,435
Repeat Orders	4,876	8,057
Stop Work Orders Issued	840	985
Pre-Development Review (Plans Review)	2,236	1,962
Case Prosecutions	88	73
Convictions	67	52
Fines	\$214,025	\$152,750
Revenue	\$611,113	\$548,139

* Updated work force figures - Source: Statistics Canada Labour Force Report (July 1983) and Employment, Earnings and Hours Report (August 1983).

** The number of inspections reported in fiscal year 1982/83 included all investigations. In 1983/84 they are reported separately.

Mining Health and Safety Branch

P.B. McCrodan, P. Eng
Director

The Mining Health and Safety Branch encourages employers and workers in the mining industry to prevent accidents and health problems through co-operative identification and control of health and safety hazards in mining and mine-related workplaces in Ontario.

The branch's activities apply to 159 underground mines, 64 open-pit mines, 6,024 sand and gravel pits and quarries, 62 metallurgical and ore processing plants and 53 clay, shale and peat workings. These establishments employ approximately 53,084 people.

The branch administers the Occupational Health and Safety Act, R.S.O. 1980, C.321, Revised Regulations of Ontario 694/80 for Mines and Mining Plants, and designated substances regulations.

The Mining Health and Safety Branch has a complement of 91, including nine mine rescue training officers. This complement of 91 engineers, inspectors, technicians, mine rescue training officers and clerical support staff covers four engineering disciplines - mining, electrical-mechanical, working environment and metallurgy.

1983/84 Activities

The branch's programs promote safe work conditions, practices and measures to minimize health and safety hazards in the mining environment. They are carried out within a complex framework of inspections, investigations and consultations.

Inspection Program

The inspection program is an ongoing program to audit compliance with the Act and regulations.

All active workplaces in all operations are inspected for compliance. Types of operations inspected are:

Type of Operation as of March 31, 1983	Active Operations	No. of Employees
Mines	159	24,482
Open Pits	64	3,340
Quarries	377	3,348
Metallurgical Plants	29	11,656
Metallurgical Labs	10	478
Clay and Shale Pits	32	76
Peat Workings	21	68
Sand and Gravel Pits	5,647	9,090
Diamond Drilling	33	179
Aggregate Plants	23	367
Brine Wells	1	
Total	6,396	53,084

Many pits are worked only on an intermittent basis, and so would not be inspected regularly throughout the year. The objective is to visit each mine three times per year; sand and gravel pits are checked twice per year and inspected if they are found active; other operations are inspected two or three times per year.

In 1983/84, 5,210 inspections were made.

Orders are issued when contraventions have been identified.

In 1983/84, 5,005 orders were issued.

Orders are followed up to ensure compliance and prosecutions undertaken where appropriate.

Investigation Program

The Mining Health and Safety Branch carries out investigations of all fatal accidents, serious accidents, unusual occurrences, refusals to work and other occupational health and safety complaints from workers in the mining sector. Ministry staff may be reached 24 hours a day to investigate fatalities, serious accidents or refusals to work.

All fatalities are investigated and detailed reports of the investigations are published. During the fiscal year 1983/84, nine fatalities were investigated.

The branch has developed a computer program to collect and analyse data on the types of non-fatal injuries reported, and/or the cause of serious accidents and unusual occurrences.

The branch investigates cases of refusals to work that have been reported to them by employers, workers or their representatives. There were seven investigations into work refusals in 1983/84. The branch staff also investigates other complaints concerning unsafe or unhealthy conditions.

Legislation Review

Legislation is under continual review as a result of investigations into critical injuries and fatalities. The Regulations for Mines and Mining Plants are closely scrutinized for technical currency, consistency and applicability by the branch's engineering staff, not only as a result of investigations, but as a result of pre-development reviews of employers' projects and engineering reviews of mines and plants.

The Ministry of Labour maintains the Mining Legislation Review Committee, under the chairmanship of Mr. C. Barrett, to regularly review the recommended changes to the regulations, and to make recommendations to the Minister of Labour. The committee consists of an equal number of representatives from the mining industry and the labour unions, and is chaired by a retired civil servant, Mr. Cam Barrett, who has extensive experience in the mining area. The committee meets as required to discuss proposed changes. During 1983/84, 124 new or revised sections of the regulations were recommended to the minister, filed and gazetted.

The continued functioning of the committee has given Ontario a mechanism for maintaining its mining health and safety regulations in a technically current and up-dated form on an ongoing basis. With strong input from both the industry and labour representatives, the legislation has achieved a high level of acceptance and credibility, and has become a model that other jurisdictions in Canada and abroad are using for their own legislation.

Wire Rope Testing

By statute, all wire rope used in hoisting installations must be tested by the Government of Ontario Wire Rope Testing Laboratory before use and at intervals during service. Each wire rope is tested for strength of material in its components, including a breaking test. There are three tensile machines available to the laboratory for these breaking tests, a 600,000-pound machine in the Whitney Block, Toronto, and 400,000 and 1,000,000-pound machines at the University of Toronto. During 1983/84, the laboratory completed 939 tests.

Environmental Surveys

In 1983/84, ministry inspectors conducted 40 surveys and 391 inspection/audits. Nine inspectors, specializing in environmental health, conduct surveys twice yearly at each mine. Measurements are made for total dust, silica, oxygen, carbon monoxide, sulphur dioxide, diesel emissions, heavy metal, noise, etc. During 1983/84, the ministry conducted a study of the occurrence of radon gas in Ontario's non-uranium mines. In addition to these activities the ministry inspectors audit company data on workplace concentrations of toxic substances.

Education and Guidance - Regulation Modules

The Mining Health and Safety Branch provides, through formal and informal discussions, education and guidance on health and safety matters to employers and employees in the mining industry.

The branch prepares Information Sheets and Hazard Alerts, which serve as supplementary explanatory material on the regulations for use by branch inspectors and by the mining industry.

The first phase of the program, to provide instruction modules relating to the Regulations for Mines and Mining Plants, was completed during the year. Some 30 aspects of the regulations were covered in a written and audio/visual format. This program is being developed in conjunction with the Mines Accident Prevention Association of Ontario (MAPAO), and in consultation with the mining unions.

The modules are being made available to labour and management in the industry through the Mines Accident Prevention Association of Ontario (MAPAO).

The plan is to complete the program by developing nine additional modules in the coming year, and to begin updating those produced initially.

Predevelopment Review

The mining regulations of the Occupational Health and Safety Act specify that the Mining Health and Safety Branch director must receive notification of all new developments or construction, introduction of new process technology, use of new methods of construction or of equipment installation, major alterations of mining techniques or technology or the making of major additions or alterations. Branch staff then review the plans to reduce the possibility of built-in occupational health and safety hazards. Employees receive notification of the new developments at the same time as the director.

Mine Rescue Program

This program trains specialists at each mine in the direction and control of special mine rescue procedures.

The director of the Mining Health and Safety Branch has overall responsibility for the mine rescue program in Ontario. The training officers maintain a number of stations and substations equipped with breathing apparatus and firefighting equipment, as well as other emergency equipment and supplies, to respond immediately to any mine emergency. Mine rescue training officers train specialists at each mine in the direction and control of special mine rescue procedures.

The Mine Rescue Program aims to maintain a high level of preparedness for dealing with mine catastrophes through training of rescue teams and maintenance of rescue equipment.

This program is funded by assessment on the mining industry through the Workers' Compensation Board.

Eight mine rescue training officers and a senior officer divide their time between training new miners in mine rescue techniques, holding refresher training courses to keep active mine rescue personnel prepared to handle

rescue emergencies and fires, checking and maintaining mine rescue breathing apparatus in manned and unmanned rescue stations and holding mine rescue competitions to allow trained rescue personnel to test their preparedness.

During 1983/84, 877 men participated in the mine rescue training program, and 50 seven-man teams competed in eight district mine rescue competitions. Nineteen fires were responded to, in addition to many calls to be on the alert for emergencies or fire drills.

Mining Health and Safety Data

Statistics from April 1, 1983 - March 31, 1984

	1983/84	1982/83
Complement	91	92
Number of Workers	53,084	49,514
in Mines	43,994	39,527
in Sand and Gravel Pits	9,090	9,987
Number of Underground Mines	159	162
Number of Surface Mines	64	58
Number of Pits and Quarries	6,024	5,849
Number of Metallurgical and Ore Processing Plants	62	65
Number of Clay, Shale and Peat Workings	53	54
Number of Inspection Reports	5,210	5,673
Total Inspection Hours Spent Investigating Complaints	2,009	1,729
Total Inspection Hours Spent on Pre-Development Review	12,150	12,230
Number of Orders Issued	5,005	4,712
Number of Stop Work Orders	56	28
Prosecution Cases	1	6
Number of Convictions	1	2
Value of Fines Collected	\$5,000	\$12,650
Refusals to Work Investigated	7	13
Number of Mine Rescue Stations	8	8
Number of Mine Rescue Substations	31	31
Miners Under Training in Mine Rescue	877	932
Wire Rope Tests	939	975
Non Fatal Accidents Reported in Mines	1,759	1,404
* Pits and Quarries	286	284
Number of Serious Accident Investigations	110	64
Number of Fatalities	9	6
Underground	6	5
Surface	1	-
Metallurgical	1	-
Sand and Gravel Pits	1	1
Quarries	---	---
Revenue		
Wire Rope Testing	\$159,200	\$159,074

* These figures are for the period January 1 - December 31.

Special Studies and Services Branch

Geoffrey R. Wright, P.Eng., Ph.D.
Director

This branch is concerned primarily with programs to prevent illness and injury. Its responsibilities are:

- to support the development of divisional regulatory strategies by:
 - (a) acting as a resource to the division on the long-term health effects of exposure to various toxic or hazardous agents;
 - (b) keeping abreast of world literature on the causes and prevention of occupationally-related diseases and injuries;
- to carry out short or long-term investigations of health problems associated with occupational exposure to hazardous agents;
- to evaluate the health of particular groups of workers, such as uranium miners and workers exposed to silica or asbestos;
- to conduct and/or sponsor research related to problems of occupational exposure to hazardous agents and to evaluate the health status of exposed workers;
- to monitor the use of radioactive materials insofar as the province has jurisdiction;
- to conduct studies and research in the area of occupational safety, and to act as a resource in matters relating to the safety of work procedures;
- to assist in preparing contingency plans by providing technical support for, and by planning for emergencies relating to, nuclear generating stations.

Activities and services to meet the branch objective are conducted by four separate, but interrelated, services: Health Studies Service, Safety Studies Service, Radiation Protection Service and Radiation Protection Laboratory.

On March 31, 1984 the Special Studies and Services Branch had a complement of 69: Radiation Protection Service, 21, Radiation Protection Laboratory, 20, Health Studies Service, 16, Safety Studies Service, eight, and Administration, four.

1983/84 Activities

Health Studies Service

This service provides information and consultation on the possible long-term health effects of various agents associated with industrial processes, and makes recommendations for levels of exposure in industry.

The service co-operates with other branches as well as with the Workers' Compensation Board, the Ministry of the Environment, the Ministry of Health, the Atomic Energy Control Board and other groups concerned with the health of workers and the effects of industrial pollution on the general community.

A major activity of the service is the preparation of health criteria documents on chemicals either proposed for designation or under review by the Ministry of Labour.

Support for other ministries, particularly the Ministries of Environment and Health, and for medical officers of health, consists of the provision of advice on toxic effects, mainly for population groups exposed to chemical or physical agents in air or drinking water. Health criteria documents are also prepared for the Ministry of the Environment for use in setting appropriate exposure guidelines for ambient air.

The service has a complement of six medical consultants, two statisticians, one scientific consultant and support staff.

Safety Studies Service

This service undertakes multidisciplinary research of factors that contribute to occupational accidents and diseases. Its staff includes six professionals representing engineering, ergonomics, applied physiology, and psychology. This multidisciplinary approach allows insight into the short and long-term effects of various actions, procedures, equipment and environmental factors in the workplace. Staff act in a consultative capacity for the line branches by preparing technical reports following work site visits and by giving seminars on safety related topics. Research objectives are formulated to provide information on applied problems in order to reduce occupational injuries and diseases within the province. The objectives are achieved through the combined use of existing information and self initiated data collection. The information obtained is disseminated through the consultative role of the service and seminars, and in published format.

Some areas of study activity include commercial diving, manual materials handling, tenosynovitis, shiftwork, heat stress, degenerative disease of the lumbar spine, fall protection, physically disabled individuals and the ergonomic considerations of office work, including visual display terminals.

Particular activities of the service include:

- work site visits related to: the safe lifting of objects, proper design and use of hand tools, and occupational stress;
- development of technical material related to: commercial diving regulations, and psychomotor performance.

Seminars have been presented on:

- stress reduction;
- work physiology;
- ergonomics;
- ergonomic design of the office environment;
- heat stress;
- workplace design for the disabled.

Radiation Protection Service

The service's responsibility is to protect the public from unnecessary exposure to radiation in working and living environments in the Province's jurisdiction. In addition, all scientific and technical staff in the Radiation Protection Service perform key functions in the provincial nuclear off-site contingency plan, which would be put into effect in the event of an accident at a nuclear reactor facility.

Ongoing programs of the service during 1983/84 have been:

- safety inspection of X-ray installations in industry, education and veterinary practice (110 X-ray facilities inspected, and 80 plans checked for adequacy of radiation shielding);
- safety inspection of commercial microwave ovens (1,231 ovens checked for radiation leakage);
- on behalf of the Ministry of Housing, measurements of radon daughter concentrations occurring in newly constructed houses in Elliot Lake and Bancroft for compliance with a standard in O/Reg 555/78 under the Building Code Act (80 new houses were checked; 783 houses, rechecked);
- investigation and follow-up of five reported cases of radiation over-exposure, and monitoring of 74 instances of high personal dosimeter readings;
- safety inspection of 91 locations where some form of non-ionizing radiation was being used (radio frequencies, microwaves, ultra-violet light, laser devices);
- safety inspection of a number of radioisotopic installations on request;
- technical planning against possible accidental release of radioactive material from nuclear power plants or transportation accidents involving shipments of radioactive materials;
- assembly of responses to the request for information on non-ionizing radiation emitting devices;
- providing advice, information and assistance to industry, government agencies and the public on all aspects of radiation protection.

Work has continued in the development of new methods of measurement, evaluation of new instruments, construction of special instruments, maintenance and calibration of equipment and development of instrument calibration facilities with a view to more complete, reliable and faster evaluation of radiological hazards.

A draft has been prepared of a new X-ray Safety Regulation. It has been circulated for comments from interested parties, and revisions are being discussed. An X-ray installation regulation was prepared and enacted.*

Investigation and assessment of new radiation hazards, particularly the various forms of non-ionizing radiation, has continued.

* Filed and effective April 27, 1984

Radiation Protection Laboratory

This laboratory provides a capability for the analysis of a wide range of radioactive substances, and serves all provincial agencies charged with the responsibility for programs associated with the surveillance of uranium mining, milling and processing plants, nuclear reactors and other facilities that use radioactive isotopes.

The laboratory provides technical advice to provincial agencies and to industry on establishing or improving their capability, interpreting results and designing surveillance programs. Methodology development and improvement is a continuous process.

During the year a total of 24,256 measurements were carried out for these various programs.

A breakdown of the measurements carried out on the various types of samples is shown in the following Table:

Type of Samples Analysed During 1983/84

Type of Sample	No. of Measurements
1. Water	10,168
2. Air filter	6,543
3. Air filter extracts	3,212
4. Urine	2,059
5. Swipes	896
6. Milk	409
7. Fish	253
8. Precipitation	169
9. Tritium cells	125
10. Radon daughter counting equipment	75
11. Sediment/dust	58
12. Air	51
13. Foodstuffs	33
14. Radioiodine cartridges	22
15. Blood, hair, tissue	157
16. Miscellaneous	26
Total	24,256

Work on the development of methodology continued and included improving the procedures for,

- measuring tritium and uranium in samples taken from the workplace in luminous dial and uranium fuel fabrication plants.
- sampling and measuring radioiodine and tritium in air from around the Pickering and Bruce nuclear generating stations.
- processing and storing laboratory data.

A total of 1,245 measurements were carried out in support of the Ministry of the Environment's International Joint Commission Great Lakes Surveillance Program.

Extensive revisions to the laboratory's radiation contingency procedures were carried out.

Interlaboratory comparison measurements were carried out regularly during the year between the United States Environmental Protection Agency, the International Atomic Energy Agency and the Atomic Energy Control Board.

The laboratory has a complement of 20, which includes scientists, technicians and support staff.

Standards and Programs Branch

Alan D. Heath
Director

The responsibilities of this branch are to assemble and analyse data on workplace hazards other than toxic substances, to co-ordinate the development of programs to control the exposure of workers to hazards in specific economic sectors and to co-ordinate the development and evaluation of Occupational Health and Safety Division policies and programs on behalf of the executive director.

On March 31, 1984 the branch had a complement of 63.

1983/84 Activities

In fiscal year 1983/84 the branch:

- consulted with firefighters and fire chiefs regarding development of regulations for protective equipment for firefighters.
- prepared an information sheet for handout on the Regulation Respecting Protective Equipment for Fire Fighters and the Ontario Code for the Head Protection of Fire Fighters.
- trained the inspectorate for the administration of the Regulation Respecting Protective Equipment for Fire Fighters and the Ontario Code for the Head Protection of Fire Fighters.
- participated in a task force on revisions to Part IV of the Fire Code.
- held meetings with government and university officials to finalize the draft regulation extending the Act to university academics and teaching assistants. Prepared the final regulation and cabinet submission.

- held meetings with government and education officials to discuss the draft regulation extending the Act to teachers. Participated in an interdisciplinary task force to finalize the regulation. Prepared final regulation and cabinet submission.
- participated in the deliberations of the Ontario Police Health and Safety Committee.
- published a proposed Health Care Facilities Regulation. Compiled a compendium of comments of interested and affected parties, which was used by a ministry task force as a basis for revision of the proposed regulation to be resubmitted for further public review.
- developed, in consultation with the diving community, a draft regulation which, after further revision, is to be sent to interested and affected parties for comment.
- co-ordinated the development and preparation of new Managing By Results (MBR) objectives, indicators and measures for the Construction Health and Safety Branch, the Industrial Health and Safety Branch, the Mining Health and Safety Branch, the Standards and Programs Branch and the Occupational Health Branch in accordance with the ministry's MBR improvement program.
- continued the development of MBR objectives, indicators and measures for the Special Studies and Services Branch.
- co-ordinated the development and preparation of the 1984/85 estimates planning submission for the Occupational Health and Safety Division.
- provided planning and analytical support, including statistical data, to the project on the designation of substances.
- co-ordinated and prepared ministry responses to the memorandum from the Advisory Council on Occupational Health and Occupational Safety.
- prepared a status report on recommendations made to the minister by the Advisory Council on Occupational Health and Occupational Safety.
- provided input into the working groups of the Workplace Hazardous Materials Information System Project, a tripartite national effort to develop an information and training system for hazardous substances in the workplace.
- co-ordinated the development of improved monthly report formats for the Industrial Health and Safety Branch, the Construction Health and Safety Branch and the Mining Health and Safety Branch.
- commenced the development of improved monthly report formats for the Special Studies and Services Branch and the Standards and Programs Branch.
- commenced the development of a new monthly report format for the Occupational Health Branch in conjunction with the branch's new computer data base.
- provide statistical assistance on special projects, such as the pesticides survey and the collection of accident data on window cleaners.
- provided ongoing fiscal financial forecasts to division branches.
- provided assistance to the division Steering Committee on Information Systems.
- continued to provide support to the line branches by: maintaining the editing, coding and processing functions of Inspection Reports, Notice of Projects and Employer's Report of Accidental Injury or Industrial

Disease; maintaining the Industrial Health and Safety Branch filing system and providing information to the inspectorate for follow-up on inspections and investigations.

- provided an administrative support function to various units within the division through the operating of a word processing centre.
- continued to operate the occupational health and safety information line.
- developed and maintained an inventory control system of division publications and forms used by the inspectorate.
- developed and distributed process flow sheets for processes in which the designated substances are used.
- co-ordinated and delivered to staff of the ministry, seminars and training materials on designated substances regulations made under the Occupational Health and Safety Act.
- developed and presented training sessions for the line branches on pesticides, feed and grain operations, report writing and window cleaning.
- trained new Industrial Health and Safety Branch inspectors.
- continued revisions to the Industrial Health and Safety Branch and Construction Health and Safety Branch Operations Manuals.
- assisted in the development of a Mining Health and Safety Branch Operations Manual.
- investigated and made presentations on Fall Arrest Systems.
- made public presentations to various groups on the Occupational Health and Safety Act, as requested.
- represented the ministry on the Occupational Health Committee of the Canada Safety Council.
- participated in the regulation review of the Regulation for Construction Projects.
- developed trial module on Computer Assisted Interactive Video Training Program.
- delivered Act Review Seminars to the Mining Health and Safety Branch and X-ray inspectors.
- commenced review of regulations addressing electrical hazards and window cleaning operations.
- continued to actively participate in the Small Firms Committee looking into the occupational health and safety needs of small business.
- participated in the Tri-Ministerial Advisory Committee on Occupational Health and Safety. The committee functions as an advisory body to the Ontario Council of Regents.
- provided liaison and consultation with Ontario ministries relating to education/training and matters pertaining to the Occupational Health and Safety Act.
- provided responses to inquiries from other jurisdictions relating to training, education and legislation.
- co-ordinated and staffed information displays and booths at conventions, conferences and public exhibitions.

- maintained close liaison with the provincial resource centres and organizations involved in training and education in occupational health and safety.
- provided a video tape/film loan service for Division staff and clients as well as printed material in response to inquiries.
- continued to provide administrative support in the allocation of Provincial Lottery funds for manpower training and development, and applied research projects.
- participated in a committee developing teaching modules in occupational health and safety for delivery to secondary school students.
- participated in a tripartite task team that developed and implemented a pilot seminar and workshop on the Internal Responsibility System for labour and management officials in the industrial sector.
- co-ordinated a training program in cardio-pulmonary resuscitation and first aid for ministry staff.
- distributed a province-wide Hazard Alert on aluminum spring brake corrosion, and responded to telephone and mail inquiries from labour, management and the public.
- participated in the establishment of the Employee Assistance Program in the ministry.

Labour Policy and Programs

Dr. Alan D. Wolfson*
Assistant Deputy Minister

The Assistant Deputy Minister of Labour Policy and Programs is responsible for the ministry's policy development activities and new legislative initiatives, and monitors existing programs and policies to determine their effectiveness. This includes overseeing the ministry's Policy Branch, which has a mandate to initiate, develop and co-ordinate policy activities as well as to co-ordinate and prepare ministerial correspondence and liaise with other ministries.

The assistant deputy minister is also responsible for the activities of the Employment Standards Branch, the Plant Closure Review and Employment Adjustment Branch, the Handicapped Employment Program and the Office of the Co-ordinator of French Language Services.

Employment Standards Branch

John Scott
Director

The Employment Standards Branch seeks to ensure that employees in Ontario are protected by minimum standards of employment, covering wages and working conditions. To achieve this objective the branch resolves claims of non-compliance from employees, and promotes, with employers, compliance with the employment standards and working conditions set out in the following legislation:

- the Employment Standards Act
- the Industrial Standards Act
- the Fair Wage Schedules on contracts let by the provincial government
- the Employment Agencies Act

The branch is organized into two field administrative areas, each comprising five investigative regions, plus the Legislative Interpretation and Telephone Inquiries sections, the Management Information Systems and Program Development section, the director's office, the Employment Agencies and Industrial Standards unit, and head office administrative services. The 139 positions include 79 field officers and resident auditors. Approximately 50 staff are based in regional offices located in Hamilton, Kitchener, London, Ottawa and Sudbury, plus various sub-offices.

1983/84 Activities

Employment Standards Act - General

The primary aim of the Employment Standards Act is to ensure that all employees, particularly those that are not organized, are protected with respect to minimum wages and working conditions.

* Dr. Alan Wolfson was appointed Assistant Deputy Minister, Labour Policy and Programs, effective February 6, 1984.

The branch resolves claims made by employees and also conducts preventive inspections of selected employer populations across the province.

Through public speaking engagements, special seminars conducted on employers' premises, advertising, and distribution of literature, employers are encouraged to comply with the legislation on a voluntary basis.

General Inquiries and Information

The branch received and responded to 641,716 general telephone inquiries, of which 315,948 were handled by the field regions and the remainder by the head office Telephone Inquiries section and the electronic telephone message system. Many of these calls eventually resulted in a claim. In addition, 28,202 personal interviews were conducted on ministry premises.

During 1983/84 the branch staff were involved in 160 seminars and public appearances, of which 19 dealt primarily with equal pay for equal work legislation, and the balance with the Employment Standards Act in general. The functions were attended by 2,180 employers, 964 employees, 1,823 students and 923 mixed or non-identified participants, for a total of 5,890 in attendance.

There were 48 presentations made to management and staff of individual companies, accounting for approximately one-third of total speaking engagements. Of the remaining appearances, 13 were arranged with community colleges (for business groups), 20 with business associations and unions, 44 for students in secondary and post-secondary schools, 19 with government agencies and the balance of 16 with various community centres, non-profit groups, etc.

Approximately 150,000 copies of the Guide to the Employment Standards Act and 20,000 copies of the Act itself were distributed to the interested public.

Investigative Activity

In the fiscal year ended March 31, 1984 the branch registered 17,541 new claim files. Resolutions were achieved in 17,425 old and new cases covering 22,166 claimants; the average length of service from date of receipt to resolution was 54 days, with 51 per cent finalized within the first 30 days. In addition, 672 preventive inspections were carried out.

As a result of the branch's investigative activity, \$10,105,901 was collected on behalf of 25,582 employees. The average payment to an employee was \$407 in respect of a claim file investigation and \$121 from a preventive inspection.

Comparative information by employment standard is provided in the "Collections by Standard" table, following the description of the branch activities and responsibilities.

Appeals and Hearings

The Employment Standards Act provides for a review of an order made against an employer by an employment standards officer. The appeal is heard by a referee selected from a panel of referees appointed by the minister.

Two hundred and sixty-five applications were received during the current fiscal year. Two hundred and seventy applications for review of an order both from the current and previous year were finalized. In 73 of these files, settlement was reached prior to a hearing; in the 197 appeals heard by a referee, the officer's order was affirmed in 132, varied in 38 and rescinded in 27.

A referee may also be appointed by the director to hold a hearing into situations where the director is of the opinion that an act, agreement or arrangement has been made to defeat the purpose of the Employment Standards Act. Such action was initiated in 10 cases this fiscal year, and 16 were carried over from the prior year. Of the 14 cases finalized, the employer was found to be in violation in 2; 9 cases were settled outside of the hearing process.

Agricultural Industry Advisory Committee

This committee advises the Minister of Labour on matters relating to the application of employment standards legislation to agricultural workers, and the development and modification of employment standards appropriate to the agricultural industry and its different sectors. The committee is composed of representatives from both farm owners and farm workers.

Industrial Standards Act

The Industrial Standards Act permits employees and employers to jointly request a schedule of working conditions for their particular industry. When a schedule has been prepared and accepted by both groups and has been approved by the ministry, the working conditions set out in the schedule become the standard for that industry or trade in a designated zone.

The schedules made under the Industrial Standards Act are administered by an advisory committee consisting of representatives from labour and management. All matters are subject to the approval of the director of the Employment Standards Branch. During 1983/84, two schedules were updated.

There are presently four advisory committees, all in the garment industry and all with province-wide schedules. They apply to the Fur, Ladies' Cloak and Suit, Ladies' Dress and Sportswear and Men's and Boy's Clothing industries.

These four industries manufacture products that are inter-provincially competitive, and because of this, the advisory committees are authorized to assess employers and employees in order to provide funds for administering and enforcing their schedules. Each committee provides its members with financial statements and a general report on committee activities on an annual basis.

Fair Wage Schedule on Government Contracts

The Fair Wage Schedule on government contracts ensures fair labour rates for employees working on government projects in the construction, building-cleaning and security industries, and protects contractors from unfair competition based on reduced labour costs when bidding on government contracts. Before tenders are invited for specific projects, a government ministry must obtain guidelines from the Employment Standards Branch on the minimum wage rates for each job classification and the maximum hours of work.

During 1983/84 fair wage provisions were included in 808 contracts, which had an estimated value of about \$412,157,000.

Employment Agencies Act

The purpose of the Employment Agencies Act is to provide for the licensing and regulation of employment agencies in Ontario. 'Employment Agency' is defined, in part, under the Act, as the business of procuring for a fee, reward or other remuneration, persons for employment or employment for persons.

Class A employment agencies are prohibited from charging a fee for any service rendered to any person procured for employment. In classes B, C and D the persons for whom work is found may be charged a fee not greater than the limitations in regulations under the Act.

Since 1981 the branch has been involved in a review of the operating practices of employment agencies with respect to allegations that discrimination was being practised by some members of this industry.

Investigative Activity						
	Claim Files		Preventive Inspections		Total	
	1983/84	1982/83	1983/84	1982/83	1983/84	1982/83
Workload:						
Pending from Prior						
Fiscal Year	2,122	2,251	-	-	2,122	2,251
Registered/Assigned	17,541	15,740	672	936	18,213	16,676
Total	19,663	17,991	672	936	20,335	18,927
Resolved/Conducted	17,425	15,517	672	936	18,097	16,453
Results:						
Number of Collections	11,093	9,385	116	260	11,209	9,645
Employees Benefited	24,492	22,111	1,090	2,557	25,582	24,668
Amount Collected						
(\$000's)	9,973.6	7,225.2	132.4	469.7	10,106.0	7,694.9
Outstanding End of						
Fiscal Year	2,002	2,122	-	-	2,002	2,122

Collections by Standard

	Amount Collected		No. of Collections by Individual Standard		Employees Benefited Financially by Individual Standard	
	\$	\$				
	1983/84	1982/83	1983/84	1982/83	1983/84	1982/83
Minimum Wage	104,675	116,134	391	458	756	783
Overtime	767,361	772,025	1,086	967	3,186	4,399
Public Holidays	250,445	321,563	641	698	2,081	2,671
Vacation Pay	3,687,711	2,084,296	8,493	7,413	19,562	15,583
Equal Pay for Equal Work	126,758	341,138	27	33	110	781*
Benefits	5,047	17,812	5	12	5	100
Pregnancy Leave	43,021	20,361	30	18	30	18
Termination Pay	2,364,270	2,203,074	2,971	2,727	4,248	4,420
Benefits During Notice Period	6,908	-	18	-	21	-
Severance Pay	678,463	116,963	9	6	175	90
Collection of Wages	2,048,988	1,690,649	4,967	4,112	7,154	6,120
Fair Wage on Gov't. Contracts	22,254	6,331	11	8	73	29
Industrial Standards	-	4,538	-	3	-	9
Total	10,105,901	7,694,884	18,649	16,455	37,401	35,003

* Revised

General Inquiry and Information Activity

	1983/84	1982/83
Telephone Inquiries (Non-Claim) Handled	641,716	623,452*
Letter Inquiries (Non-Claim) Responded to	3,284	6,201
Personal Interviews Held	28,203	27,151*
Total	673,203	656,804*
Public Appearances and Employer Education Seminars Held	160	158
Number in Attendance	5,890	5,098

Appeals (Section 50)

	1983/84	1982/83
Pending from Prior Fiscal Year	171	122
Intake	265	331
Results		
Order Confirmed	132	122
Employer Upheld	27	35*
Order Varied	38	26*
Settled Before Hearing	73	64
Total	270	247
Outstanding End of Fiscal Year	166	206

Hearings (Section 51)

	1983/84	1982/83
Pending from Prior Fiscal Year	16	10
Initiated	10	22
Results		
Employer Found in Violation	2	13
Employer Found in Compliance	3	1
Settled Outside of Hearing	9	2
Total	14	16
Outstanding End of Fiscal Year	12	16

Court Action

	1983/84	1982/83
Cases Prosecuted	-	4
Section 54 Certificates Filed	285	307
Section 59 Court Orders Filed	-	2

Permits

	1983/84	1982/83
Overtime Permits - Total	568	343
100 Hour	294	180
Special	274	163
Handicap Work Permits - Total	71	70
Individual	71	53
Group	-	17
Homeworker Permits	111	124

* Revised

Employment Agency Licences

Class	Initial		Renewal		Total	
	1983/84	1982/83	1983/84	1982/83	1983/84	1982/83
A	131	153	638	731	769	884
B	2	11	10	10	12	21
C	-	0	1	1	1	1
D	-	5	19	22	19	27
Total	133	169	668	764	801	933
Revenue					\$160,980	\$166,450

Industrial Standards

	1983/84	1982/83
Number of Active Schedules	4	4
Number Updated	2	1
Number Covered by Schedules		
Employers	400	400
Employees	8,300	8,300

Fair Wage Schedules

	Number		Value (\$)	
	1983/84	1982/83	1983/84	1982/83
Schedules Included in Contracts				
Let by Provincial Ministries				
Construction	698	715	409,864,709	331,200,209
Building Cleaning and Security	110	152	2,292,406	6,516,464
Total	808	867	412,157,115	337,716,673
Schedules updated	91	56		

Plant Closure Review and Employment Adjustment Branch

Robert D. Joyce
Special Advisor to the Minister

Harry N. Shardlow
Director

Robert D. Joyce was appointed as the Special Advisor to the Minister on employment adjustment problems in October 1980. The Plant Closure Review and Employment Adjustment Branch was formed in November 1980 to support the government's initiatives on layoffs and plant closures as well as to carry on the activities of the former Employment Adjustment Service.

1983/84 Activities

The branch's mandate is:

- to become aware of any announced or impending plant closure or major reduction of operation as soon as possible;
- to make contact with companies considering closure, and also with the employee representatives or unions;
- to obtain information about the closures and to advise the government on the possibility of maintaining the operation;
- where the closure is unavoidable, to attempt to resolve any disagreements concerning termination rights and benefits;
- to co-ordinate the involvement of the Ministries of Colleges and Universities, Intergovernmental Affairs, Industry and Trade, and Community and Social Services on a particular closure situation. This ensures that available Ontario Government programs are focused effectively on the needs of those affected by the closure.

Ongoing activities of the branch include:

- monitoring layoffs and terminations in situations where 25 or more employees are involved;
- exchanging information and maintaining contact with other provincial and federal government agencies;
- advising employees and employers of the requirements of the termination legislation;
- assessing the need for, and participation in, the establishment of adjustment committees.

The branch's Employee Counselling Program was developed in 1981 to provide employees affected by permanent job loss (especially due to plant closures) with professional assistance in the areas of job search techniques, career assessment, access to retraining, retirement counselling, financial counselling, and so on.

The program is primarily aimed at assisting victims of large-scale permanent job loss resulting from the closure of their employer's place of business, although the program is also offered in selected non-closure situations involving permanent job loss.

The program comprises both group and individual counselling sessions that normally take place over a one-week period. In a very large situation, several groups can be handled concurrently using a staff of counsellors.

The programs are delivered by the staff of the community college in the area in which the closure occurred and, although all programs follow a similar format, each one is tailored to the needs of the employees involved.

The branch works closely with the Canada Manpower Consultative Service of the Canada Employment and Immigration Commission. The Ministry of Labour is a financial contributor to manpower assessment and incentive agreements, which support manpower adjustment committees in layoff situations (see following Table summarizing the statistics concerning the terminations and the use of these committees). The committees consist of employee and management representatives and an independent chairman. Their role is to assist employees affected by large scale terminations to become re-employed.

The branch currently has five full-time staff.

Statistics on Terminations	1982/83	1983/84
Termination Cases Involving 25 or More Employees		
Cases: Full Closures	111	70
Partial Closures	19	18
Reduced Operations	203	89
Totals	333	177
Employees: Full Closures	10,663	5,832
Partial Closures	1,240	1,791
Reduced Operations	33,714	9,456
Totals	45,617	17,079
Manpower Adjustment Committees		
Committees Established	55	63
Employees Terminated in Cases Where Committees Were Established	5,734	7,069
Financial Commitment	\$60,955	\$78,375
Counselling Program		
Programs Established	23	26
Employees Counsellled	1,081	1,541

Handicapped Employment Program

Janette Higgins
Acting Manager

The Handicapped Employment Program (HEP) was established in September 1978 to maximize employment opportunities in the private sector for individuals with disabilities.

HEP has a complement of eight permanent staff, including one manager, four employment consultants, two information clerks and one clerk/stenographer. Several job creation programs were also utilized during 1983/84 to augment the program's resources.

Employer Consulting Services

HEP offers consulting services to employers who are developing programs to increase the hiring, retention and promotion of men and women who are disabled. HEP also sponsors local conferences/seminars/workshops; provides information packages and technical advice; arranges awareness seminars; links employers to local agency and professional services, and facilitates union/management co-operation in joint problem-solving.

Positive personnel practices have been introduced by many employers who have taken steps such as: holding awareness training sessions for recruiters, managers and co-workers; attracting disabled applicants through outreach recruitment; analysing the essential physical demands of jobs; and introducing retention, retraining and re-employment practices to ensure that persons with disabilities are not screened out of employment or promotion opportunities. As well, employers are improving physical accessibility; studying insurance, pensions and benefits implications of increased employment of individuals with disabilities; reviewing pre-employment medical examination practices and the keeping of medical records; and exploring applications of new technologies, job redesign, aids and adaptations to increase employment opportunities for, and the productivity of, workers who are disabled.

Local Projects and Community Development

Matching disabled job-seekers to available employment opportunities requires a detailed knowledge of the local employment scene as well as linkages within the community. Local co-ordination of transportation, technical aids, referral to local employment resources and professional services to employers are also required to ensure success. One of the major initiatives of HEP has been to develop models for local action aimed at co-ordinating employment-related resources already existing in communities.

The first such model was the Hamilton Affirmative Action Project, which began in August 1979 as a joint initiative of the ministry and the Ontario March of Dimes. At its conclusion, in September 1982, a Community Council on Employment of the Disabled was established. A report highlighting major project strategies and activities in Hamilton is available from the program.

The program's approach to community initiatives has continued to evolve as it has expanded into eight more community projects. It assists in the development of planning committees and community-based networks for long-range support of employment opportunity at the community level.

Resource Centre and Province-wide Information Services

In order to stimulate and support such initiatives as employer action and local project activity, HEP provides, through its Resource Centre, a variety of information packages, resource materials and links to local sources of expertise. As well, two display units, attended by information officers, are available for events across the province. Staff assist with provision of information and awareness sessions for employers, disabled job-seekers, agencies, educators, health professionals, organized labour and the public. Although the Handicapped Employment Program is not a placement service, HEP does assist job-seekers with disabilities, through problem solving and referral, to access the job market.

Services for Health and Rehabilitation Professionals

In recognition of the key role played by health, rehabilitation and agency professionals in the employment of individuals with disabilities, HEP has developed an outreach initiative to meet the specialized needs of this sector. Programs have been created in ongoing consultation and co-operation with the professionals involved. The focus of these programs has been on developing awareness of issues related to the employment of those with disabilities, increasing linkages amongst and between professionals and their local community resources, involving professionals in activities to facilitate employment within their communities, and undertaking research projects to provide greater information to professionals in support of their role in employment of people with disabilities.

Job Creation Programs

HEP has utilized job creation programs to support community-based initiatives and to provide employment experience for disabled persons. Employers, disabled consumer groups, labour groups, boards of education, colleges and universities, associations, agencies and communities, all sponsor projects related to employment opportunities for men and women who are disabled.

1983/84 Activities

Employer Consulting Services and Employer Activity

HEP consultants have worked with 220 employers across the province to develop positive employment programs. Approximately half of these companies have head offices in Toronto and surrounding municipalities; the rest are located in other parts of the province.

Many other employers have been encouraged, through HEP's community projects, to undertake their own initiatives through their participation in conferences and workshops. HEP usually co-sponsors these events. Several thousand companies have also received HEP promotional and educational materials, and many have had specific questions answered over the telephone.

Local Projects and Community Development

HEP provided grants in 1983/84 to eight communities: Barrie/Simcoe County, Hamilton, Kenora, North Bay, Ottawa, Sudbury, Thunder Bay and York Region. This expands to 13 the number of communities served by HEP consultants. Of the 13 communities, Hamilton and North Bay have established community

councils, and Sault Ste. Marie plans to establish a council in the near future. Peterborough, York Region, Barrie/Simcoe County, Ottawa, Sudbury and Thunder Bay have planning committees. The remaining four communities: Guelph, Niagara Region, Waterloo Region and Kenora have undertaken a variety of initiatives.

In addition, HEP has provided information and consulting services to a number of municipalities in support of their own internal initiatives, as well as to the boards of education in Simcoe County and Nipissing on the retention and employment of disabled persons.

Highlights of HEP's community development activities during 1983/84 include:

Southern Ontario:

Hamilton - The three-year Hamilton Project has now been evaluated and has served as a first model for development in other communities. The Hamilton Community Council on Employment of the Disabled conducts ongoing local initiatives, including administration of a Ministry of Labour grant to study options of local co-ordinated job placement.

Three new community projects were initiated in southern Ontario in 1983/84. Highlights include:

Peterborough - In the fall of 1983 the Peterborough Social Planning and Research Council agreed to sponsor a 'Linking for Employment' project. The planning committee for the project includes representatives from business and industry, organized labour, the disabled community, education, government and the rehabilitation community. By the end of March 1984 presentations and seminars had been given to the Canadian Manufacturers' Association, the Personnel Association, educators, health and rehabilitation professionals, and job seekers. The highlight was a president's luncheon held on March 30 with the Minister of Labour as guest speaker. Over 100 employer representatives attended this event. The planning committee is continuing to develop this project.

Barrie/Simcoe County - In October 1983 the Simcoe County Steering Committee, including representatives from local municipal, federal and provincial governments, educators, health professionals, social service and self-help agencies and organizations, received a grant from MOL to sponsor 'Simcoe Strides Ahead'. The project has featured a series of seminars/workshops for disabled job-seekers and educators. Sessions are planned for employer and health professionals in preparation for a proposed conference in Barrie. Events have included two community 'awareness' weeks, disabled sub-committee mini-workshops and a seminar for educators (Simcoe County Board of Education, Heads of Basic and Guidance).

York Region - In December 1983 the Committee on Special Placement in York Region (COSPRY) received a grant from the ministry for the 'York Employment Choices' project. The project objectives are to develop and promote employment opportunities for disabled job-seekers, organized labour, educators and health/rehabilitation professionals. Between January and March 1984 several significant events have taken place, including a seminar on 'Self-Help Techniques' for disabled job-seekers, an employers' panel discussion, and a health professionals' 'networking' meeting. As well, the project was represented at the Aurora Industrial Show.

Northern Ontario:

During 1983/84, HEP, in co-operation with local community agencies and employers, continued the special initiatives begun in 1982/83 to develop approaches suited to Northern Ontario. Initiatives developed this year include:

Sudbury - In Sudbury, an MOL grant was given to a coalition of all agencies and organizations of and for disabled people, as well as employers, educators and health professionals, who are planning a conference on employment of disabled persons for October 1984.

North Bay - The North Bay Conference Committee on the Employment of Disabled Persons has incorporated as the North Bay Community Council on the Employment of Disabled Persons. A Ministry of Labour grant was awarded toward a conference on the Employment of Brain Injured and Learning Disabled Adults, which will be held on May 16, 1984. The community council has initiated a joint project with the Nipissing Separate School Board offering professional development for staff in the areas of attitude awareness, vocational guidance (linking disabled students to employment), and retention of employees who are disabled.

Sault Ste. Marie - A conference on the employment of disabled persons was held in April 1983. The planning committee involved representatives from business, industry, labour, disabled persons, service providers, educators, local politicians, rehabilitation personnel and government. Two hundred and forty persons attended the conference. A Ministry of Labour grant was awarded toward this conference. In May 1983 Sault Ste. Marie established a steering committee to develop a Community Council on the Employment of Disabled Persons. This committee is also researching the feasibility of establishing a sheltered industry for disabled people in Sault Ste. Marie.

Kenora - In March 1983 the Ministry of Labour issued a grant to the Kenora/Keewatin District Labour Council to further employment opportunities for persons with disabilities. In late March 1983 the Physically Handicapped Action Group, in conjunction with HEP, CEIC and VRS held a two-day conference on employment opportunities for disabled persons. On March 30 and 31, 1984, a conference on 'Unions and Handicapped Workers', co-sponsored by the Kenora/Keewatin District Labour Council and the MOL was held in Kenora. The conference was designed to increase awareness of the employment capabilities of persons with disabilities among trade unionists from locals with a 150-mile radius of Kenora.

Thunder Bay - The Thunder Bay Project received a grant from the MOL in January 1984 to increase, through pre-conference planning, awareness in all segments of the community relating to the employment skills of disabled persons. The Steering Committee of Agency and Community Groups continues to supervise work begun in 1982/83 leading up to a proposed conference. Current membership includes 18 agency and community self-help groups and four government representatives.

Resource Centre and Province-wide Information Services

During 1983/84 HEP provided 17,449 kits, posters, films, brochures and other promotional materials to its client groups. Over 300 resumes of disabled job-seekers are on file with the program, and each of these individuals was provided with information regarding employment.

Additional Ontario Federation of Labour brochures, 'The Disabled Are Able' (English and French), with matching posters and buttons, were produced with a grant from HEP, and distributed to union locals to promote increased awareness. The program also produced new information packages on: Awareness Training for Organized Labour, Assessment for Employment of the Psychiatrically Disabled, Suggestions for Boards of Education, and Employer Introduction to Learning Disabilities. In addition, training manuals were produced for use in seminars for health care professionals, educators, disabled job-seekers and community development orientation.

New publications include a brochure describing the program's Employer Consulting Services (French and English); a pamphlet for small business (English); a guide for disabled job-seekers (French and English); and a brochure describing resources for health professionals (English). Community Resources Guides for Employers were developed for Hamilton, Niagara Region and Waterloo Region. The program participated in, and disseminated information at, a total of 93 conferences, seminars and workshops, province-wide, in 1983/84

In addition to the above, HEP provided services to 14 labour organizations/councils in support of their initiatives.

Services for Health/Rehabilitation Professionals

HEP is presently working with 24 professional associations/groups and agencies. Programs have been tailored to the needs of individual professional groups or agencies involved (Ontario March of Dimes, Jewish Vocational Services, Ontario Society of Occupational Therapists, etc.). Joint professional/HEP objectives have included sensitization in assessment situations, support of disabled peoples' need for independence, examination of systems problems with a view to possible solutions, increased linkages and networking amongst professionals and exploration of professional roles, responsibilities and training needs.

In 1983/84 HEP took an active involvement in various committees dealing with problems identified in the system. These committees included an ongoing occupational therapist/physiotherapist interest group sponsored by HEP to explore the roles and responsibilities of this group in order to maximize its effect on employment situations, a business advisory committee, with membership from CEED (Council for Equal Employment of the Disadvantaged) and PAT (the Personnel Association of Toronto), working on the development of a job brokering system in the Toronto area, and the Canadian Rehabilitation Council for the Disabled's National Vocational Rehabilitation Committee, planning a national conference in the fall of 1984. In addition HEP co-sponsored a number of seminars, including one on 'Networking' for York Region professionals and one on 'Systems Issues' for professionals in the Peterborough area. The program also made presentations to various health and rehabilitation professional audiences.

During 1983/84 HEP continued and extended its involvement in the Council for the Equal Employment of the Disadvantaged (CEED). In addition to involvement in the business advisory committee, HEP was provided a policy perspective on issues raised by the membership, many of whom are directly involved in placement, and feel that they benefit from an overview of policy issues and concerns.

Based on requests coming into the program from the community, HEP has become involved in the issue of employment of those with psychiatric disabilities. HEP took part in a Community Resource Consultants Conference on Employment of the Psychiatrically Disabled, was involved in the Canadian Mental Health Association's think tank on Prejudice as a Mental Health Risk Factor, and in the Clarke Institute of Psychiatry's conference on The Vocational Rehabilitation of Psychiatric Clients. With Jewish Vocational Services, HEP held, on April 5, 1984, a seminar on the approach to the employer community on the issue of psychiatric disability.

Research, Policy Development and Interministerial Initiatives

With the support of a ministry steering committee (Handicapped Employment Program, the Ontario Human Rights Commission, the Workers' Compensation Board and the Occupational Health and Safety Division) HEP undertook a study of the current techniques used to assess the fitness of individuals for work, including job retention and recruitment medicals. The result of this process has been a discussion paper, produced for HEP by Abt Associates of Canada, to explore the issues around job-matching. It is hoped that discussion between all of those involved in job matching will clarify issues and encourage movement towards an approach acceptable to all concerned parties. Distribution of the discussion paper Job Matching: The Assessment of Individuals for Work will commence later in 1984.

HEP also provided training sessions to managers and supervisors within the Ministry of Labour and to human rights officers. HEP continued to liaise with various other programs within the Ontario Government regarding the employment of men and women with disabilities.

Job Creation Programs

In 1983/84 a total of 53 students and young people (a third of whom have disabilities) worked on 49 projects, sponsored by employers, agencies, colleges and universities, municipalities and community projects across the province under the Government of Ontario's Summer and Winter Experience Programs.

Additionally, HEP employed five persons under COED (Canada Ontario Employment Development Program), six persons under section 38 (UIC Job Creation Program), and two young people under OCAP. Eight of these people were hired to work in HEP's community projects and five worked in the program.

Office of the Co-ordinator of French Language Services

Stephane Grenon
Co-ordinator

Since September 1981 the Co-ordinator of French Language Services has been a full-time position reporting to the Assistant Deputy Minister, Labour Policy and Programs, with duties divided between the Ministry of Labour and the Workers' Compensation Board.

The co-ordinator assists francophone groups, other organizations and the public at large with information about the ministry programs and services. He assists ministry managers in the implementation of the ministry's French language services policy and chairs a ministry advisory committee on French language services.

The Office of the Co-ordinator of French Language Services has a complement of two: one co-ordinator and one secretary.

Policy Branch

Roger P. Hill*
Director

The Policy Branch develops, co-ordinates and provides analytical support for policy activities in the ministry, including preparation of submissions to cabinet on policy issues that relate to all ministry programs and to the Workers' Compensation Board. The branch acts as a liaison with other ministries, government agencies and the cabinet secretariat on policy matters.

The Policy Branch consists of three sections. One focuses on policy issues related to workers' compensation and occupational health and safety. The labour market policy group monitors developments in the labour force, in the workplace and in the labour-management environment and examines their implications for ministry policy and programs. The legislation policy section deals with policy issues related to employment standards, labour relations and human rights.

The Policy Branch was created to meet the demands of the increased range and complexity of policy issues facing the ministry. The branch builds on the policy capability of the former Research Branch and the Policy Secretariat.

* Roger Hill was appointed director, effective May 1984.

Finance and Administration Division

R. Burak
Executive Director

The Finance and Administration Division is responsible for providing administrative support for the operating branches of the ministry. The support activities consist of Accounting Services, Administrative Operations, Communications, Internal and Management Audit, Management Planning, Personnel, and Systems and ADP.

Management Planning Branch

D. Destonis
Director

The Management Planning Branch was formed in 1982/83 as a result of a reorganization of responsibilities and staff within the Finance and Administration Division. In 1983/84 the initial organization structure was strengthened with additional staff and refinements to individual functions and responsibilities.

The role of the branch is to provide a complete range of planning and advisory services to executive and program management levels at the ministry.

Responsibilities of the branch include:

- Financial and operational planning
- Human resources planning
- Information systems and office automation planning
- Liaison with government central agencies
- Management improvement

Financial Planning

Financial planning for the ministry involves co-ordination of the resource allocation process, from the preliminary government allocations setting stage to estimates approval. The branch also provides advice on and co-ordination of major in-year budget changes. In 1983/84 the branch introduced improvements to the annual resource planning process, including a new project management system.

Human Resources Planning

A human resources planning committee was formed to evaluate and develop long-range policies in conjunction with central agency initiatives and in response to continuing technological changes and training needs at the ministry. Initial pilot development of a computerized human resource information/reporting system was also undertaken.

Information Systems and Office Automation Planning

Initial steps were undertaken to develop a five-year ministry information system strategy. Completion of this planning process is expected by fall 1984.

Management Improvement

A preliminary three-year management improvement plan was developed in response to published Government Management Standards. Additional improvements were introduced in selected program Managing-By-Results reporting systems.

The 1983/84 Branch complement was 10.

Accounting Services

A.H. Ganesh
Manager

Accounting Services is responsible for satisfying the ministry's central agencies' requirements as expressed in the statutes, regulations, policies and other directives for financial visibility, control and accountability through the operation and maintenance of efficient and effective financial systems. It exercises shared controllership between the ministry, Treasury and Management Board by ensuring the consistent application of Ontario government accounting principles, policies and controls.

In addition, it provides ongoing financial advisory, monitoring and consulting services to management, employees, clients and suppliers of the Ministry of Labour.

Its responsibilities are carried out by a staff of 33 employed in five functional areas:

Administration

Providing ongoing accounting and financial advice to ministry management as well as overseeing and monitoring overall control of financial activities and compliance to financial policies.

Budgetary Control and Financial Reporting

Integral to the control and management of the cash resources are the systems for forecasting, timely recording and effective monitoring of the movements of all revenues and expenditures. This section also has prime responsibility for the preparation of accurate and relevant reports as required by the central agencies and the Ministry of Labour.

Revenue and Accounts Receivable

This section is responsible for ensuring that money received is safeguarded and deposited intact, and reported promptly to Treasury.

It also administers the Accounts Receivable System to ensure the efficient collection of revenues.

Accounts Payable

This section administers the systems for payment of suppliers invoices, employees' expenses and other internal financial transactions.

Payroll

This section is responsible for the accurate, timely and proper processing of the ministry's payroll and related employee benefits.

1983/84 Activities

	General Expenditure	General Revenue
Ministry Administration	\$ 13,729,000	\$ 36,000
Industrial Relations	5,345,000	24,000
Women's Programs	2,286,000	2,000
Occupational Health and Safety	35,003,000	8,028,000
Employment Standards	6,205,000	267,000
Manpower Commission	1,785,000	1,000
Human Rights Commission	4,407,000	-
Labour Relations Board	4,505,000	75,000
Credits	-	122,000
Total	\$ 73,265,000	\$ 8,555,000

Personnel Branch

N.E. Mayne
Director

The role of the Personnel Branch is to provide a variety of human resource management services for all areas of the ministry. These services include staffing, compensation and staff relations, training and staff development and employee counselling as well as the related processing and records maintenance functions.

The branch operates under the authority of the Public Service Act and regulations, the Crown Employees Collective Bargaining Act and the Collective Agreement, and is responsible for their administration.

Each section of the branch is responsible for a specific set of ongoing activities:

Staffing

Responsibilities in the staffing section include determining alternative strategies for filling vacancies in a time of constraint, placement of surplus staff, encouraging cross assignments for developmental purposes and

hiring staff for contract or permanent positions. The ministry's Experience programs are co-ordinated through this section, as well as programs such as Handicapped Work Stations, Winter Experience for disadvantaged youth, university and high school co-operative education programs, the student Work Week program, and the Canada-Ontario Employment Development (COED) projects within the ministry.

Compensation and Staff Relations

This section is responsible for all aspects of wage and salary administration, including job evaluation, organizational structuring and the provision of advice to management and employees on the compensation process. This section is also responsible for the ministry's staff relations program, including administration of the Collective Agreement, grievance resolution and consultation with management and staff on industrial relations matters. The section is also responsible for the co-ordination of the ministry's Employee Relations and Health and Safety Committees.

Staff Development and Training

This section is responsible for the training and development activities of the ministry, including the development and operation of in-house courses, (including computer-assisted programs), the administration of the ministry's tuition assistance program and the provision of academic and career counselling services. The section is also responsible for the development and co-ordination of the ministry's Performance Appraisal program and consultation with management and staff on all section activities.

Employee Benefits

This section is responsible for the administration of the ministry's employee benefits program. The programs include providing advice and information to all employees about their benefits, resolving personal problems, and conducting exit interviews on terminating and retiring employees. This section is also responsible for conducting the ministry's annual pre-retirement program.

The Personnel Branch had a complement of 19 during 1982/83.

1983/84 Activities

Staffing

Most vacancies, filled through the competition process, were available to civil servants, unclassified staff and GO Temporary employees only. When external advertising was possible, it was limited to using the government publication Topical/Job Mart for open competitions to the public.

With fewer opportunities available for promotion, career development was encouraged through internal cross-assignments and secondments. This developmental privilege occurred through career planning interviews or as a response to advertisements. There was an average of 25 ongoing assignments each month in the ministry.

A number of special programs were co-ordinated and administered through the Staffing section with the result that 600 participants received opportunities to enhance their employment experience.

Special Program Placements include:

Summer students - Experience 83	257
Summer students - ministry paid	72
Youth placements - Winter Experience '83-84	41
COED participants and Section 38 participants	136
Work Week students (high school)	61
CO-OP (high school)	15
Handicapped Work Station	18
	<u>600</u>

Compensation and Staff Relations

Reviews of positions were undertaken in a number of branches. Organization and specification reviews were also completed in the Ontario Manpower Commission and the Ministry Library. Specification reviews were also completed in the Sudbury and London District Offices.

The section also participated in the training of cross assigned staff from the central agency.

Active participation in the Staff Relations Supervisory Training Courses gave the section an opportunity to work with managers on staff relations problems. Management and staff were also provided with ongoing interpretation of the Collective Agreement and consultation on staff relations matters. The section was also responsible for the establishment and co-ordination of the ministry's Employee Relations and Health and Safety Committees in several locations throughout the province.

Staff Development

Continued financial constraints resulted in a reduction in course participation and overall training expenditures in the ministry as compared to the two previous fiscal years. Tuition assistance was the only area to show an increase in participation rate (10 per cent), and this resulted in some increase in section activities in the areas of employee academic and career counselling.

The section was heavily involved in new technology training in three specific areas. The first involved co-sponsoring and offering a course on computer awareness for managers. The second involved the development of two computer assisted video interactive programs for technical and managerial staff. The third was the co-ordination of a word-processing training program funded under the COED program. The latter two programs involved the selection and supervision of 22 seconded and contract staff.

The section also continued to monitor and be involved with the ministry's Performance Appraisal program, including considerable participation in career planning.

Employee Benefits

The introduction of an early retirement option increased the section's workload substantially in the area of retirement counselling. Section workload also increased in relation to counselling employees on LTIP benefits and various personal problems.

Systems and ADP Branch

W.H. Lehman
Director

The Systems and ADP Branch provides a service to all program managers requiring systems development services. This includes design, implementation, maintenance and data processing of ongoing systems. Activities in general can be categorized as follows:

- Consultative services regarding concepts, technical feasibility and cost/benefit analysis.
- Scientific and research applications for studies and surveys requiring evaluation and statistical analysis in the fields of occupational health and safety, labour relations, work force activity and collective bargaining.
- Commercial systems involving management information on activity and control of various program managers' systems, including accounting and personnel applications.
- Preparation of proposals, and project management where these proposals are accepted.

The branch objectives are:

- to provide clients with system development services and procedures that will meet their needs in providing or improving program delivery in keeping with existing policy and legislation.
- to apply project management techniques that will allow for the control of approved projects through progress reports, implementation schedules and quality review.
- to document major systems and procedures in order to ensure that maintenance and revisions can be carried out with the minimum of discontinuity.

The branch complement for 1983/84 was 28.

1983/84 Activities

Development, maintenance and data processing commitments were active in 1983/84 in the following areas:

- Accounting Services
- Women's Bureau
- Standards and Programs Branch
- Industrial Health and Safety Branch
- Mining Health and Safety Branch
- Occupational Health Branch
- Special Studies and Services Branch

- Employment Standards Branch
- Office Services
- Ontario Human Rights Commission
- Ontario Manpower Commission
- Ontario Labour Relations Board

1983/84 resulted in the receipt of:

- 257 Work Requests
- 222 Actioned

Although Research Branch activity has been dispersed to various program areas, demands have not decreased since program delivery still requires surveys and statistical evaluations that require the application of computer technology.

Budget

1982/83 Net Labour Budget	1,114,400.00
1983/84 " " "	1,018,500.00

Processing Volume

Jobs submitted to QPCB	21,579
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Records Read:

QPCB	646,077
Via Remote Job Entry	2,476,119
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	3,122,196
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Lines Printed:

QPCB	243,643
Via Remote Job Entry	34,320,720
	<hr/>
	34,564,363
	<hr/>

Administrative Operations Branch

R.R. Hogarth
Director

The Administrative Operations Branch provides administrative support services to the ministry's line and staff operations in the head office, 18 district and field office locations, including nine Mining Health and Safety Branch offices located throughout the province, and two laboratories.

Support services provided include records management, purchasing, inventory control, warehousing and supply, reprographics, mailing, office accommodation and transport.

Administrative support is provided to the Ministry of Consumer and Commercial Relations in those district offices where premises are shared.

Branch complement in 1983/84 was 101.

1983/84 Activities

Records Management

The primary objectives of this program are to ensure economy and efficiency in the creation, maintenance, retrieval, storage and disposition of ministry records, and in the creation, design and use of ministry forms.

Consultative services provided by this section include:

- Development and implementation of records schedules
- File classification plans
- Filing systems and equipment needs
- Forms analysis and design

Copy Centre

The ministry operates an in-house reproduction centre that services the short-run printing and bindery needs of the branches, boards and commissions operating from the headquarters and district office locations. The present output of this unit is up to 1,500,000 impressions each month on a variety of equipment and in a wide range of formats.

Purchasing

The ministry centralized Purchasing Office is responsible for acquiring the wide range of goods and services required by various programs. Needs range from basic office requirements to sophisticated analytical laboratory equipment.

Communications Branch

R.I. Cohen
Director

The Communications Branch administers an ongoing program of communication between the ministry and the public in order to facilitate the achievement of ministry goals. In fulfilling this mandate, the branch provides the following services:

Consultation

Branch staff advise senior ministry staff, including the minister, deputy minister and assistant deputy ministers on the communications implications of ministry policies, programs and initiatives.

Planning

An integrated communications component is essential to the achievement of program goals. Branch staff identify communication needs and develop public information programs to assist in the achievement of these goals.

Implementation

Branch staff are responsible for implementing communication programs designed to inform the ministry's client groups of the philosophy, policies and programs of the ministry. They prepare speeches and news releases, pamphlets, brochures and other printed material, exhibits and audio-visual aids. They also manage the ministry's advertising program and assist in the presentation of seminars.

At the end of the fiscal year the branch had a complement of 12.

Each year the branch handles more than 3 500 telephone enquiries for information and publications.

1983/84 Activities

Media Relations

Forty-six press releases were issued, and approximatey 2,000 media telephone enquiries were answered.

The District Media Liaison Representative system, by which an officer in each district office acts as liaison between the local media and the ministry, continues as a very effective extension of the media relations function.

Students Working in Media (SWIM), an Experience '83 project, was continued. Journalism students were placed with media sponsors for a period of 13 weeks. Students specialized in topics related to the Ministry of Labour.

Advertising

A notification program was conducted in all major newspapers on each designated substance as it was regulated.

Publications

The branch edited and co-ordinated the production of the following new brochures/publications:

Occupational Health in Ontario - Occupational Health journal - 4 issues.

Regulation respecting Isocyanates - made under the Occupational Health and Safety Act - pocket version.

Regulation respecting Silica - made under the Occupational Health and Safety Act - pocket version.

Human Rights Code cards - English and French.

Affirmation - Human Rights Commission newsletter - 4 issues.

Human Rights in Ontario - brochure (French, Italian, Portuguese, Spanish).

Human Rights Complaint Procedures - brochure (French, Italian, Portuguese, Spanish).

Human Rights and Sexual Harassment - brochure (French, Italian, Portuguese, Spanish).

Human Rights in Employment - brochure (French, Italian, Portuguese, Spanish).

Human Rights Discrimination Because of Handicap - brochure (French, Italian).

Human Rights Interviews and Application Forms - brochure (French).

Guide to the Human Rights Code - booklet (French).

Unfair Labour Practice Proceedings Before the Ontario Labour Relations Board - brochure (English).

Resources for Health Professionals - brochure (English).

Linking for Employment - a Report of the Task Force on Employers and Disabled Persons (Jean Pigott).

Protecting the Worker From Disability: Challenges for the Eighties (Paul E. Weiler) - second and concluding part of two-phase study on workers' compensation in Ontario.

Fifth Annual Report of the Advisory Council on Occupational Health and Occupational Safety 1982/83.

Ontario Ministry of Labour Annual Report 1982/83.

Ontario Human Rights Commission Annual Report 1982/83 (English and French).

Seventh Annual Report of the Government of Ontario Affirmative Action Council 1982/83.

Thunder Bay Affirmative Action Council Annual Report 1982/83.

Sudbury Affirmative Action Council Annual Report 1982/83.

The following publications were revised:

Guide to Race Relations Organizations in Metro Toronto - booklet.

Guide to the Use of Media - booklet.

Regulations respecting Mines and Mining Plants - pocket consolidation.

Extracts from the Occupational Health and Safety Act - poster (French, Italian, Portuguese, Spanish, Chinese, Greek).

Chest X-ray and Lung Function Clinic - poster (bilingual).

Ontario Labour Legislation of Interest to Women - brochure (English and French).

The Ontario Women's Bureau - brochure (English).

New Skills for Women - brochure (English and French).

Pregnancy Leave in Ontario - brochure (French).

Women in the Labour Force Factsheet - Basic Facts (English).

Career Selectors - Communications and Creative Arts.
- Service and Retailing.

Guide to the Employment Standards Act - brochure (English and French).

Employment Standards Abstracts - posters (English and French).

Employment Facts for Ontario Students - brochure (English and French).

Certification by the Ontario Labour Relations Board - brochure (English).

The branch also co-ordinated the reprinting of approximately 60 other brochures and publications.

In October 1983, prepared and conducted a half-day seminar on basic English grammar and writing skills for the Occupational Health Branch.

Internal and Management Audit Branch

D.A. Anderson
Director

The purpose of the Internal and Management Audit Branch is to perform an independent review of ministry and agency operations (excluding Workers' Compensation Board), on behalf of the deputy minister. These reviews encompass an appraisal of financial transactions, systems and controls as well as economy and efficiency of operations and existence of an appropriate management process to enable evaluation of program effectiveness.

During the 1983/84 fiscal year, normal audit activity took place in the Accounting Services, Quality of Working Life Centre and Ontario Manpower Commission. Also, a number of requests for assistance in a consultative and/or investigative capacity were undertaken.

Additionally, one staff member prepared a Management Audit Methodology guideline for the Audit Methodology Group set up by Management Board of Cabinet.

At the end of the fiscal year the branch had a complement of five.

THE FOLLOWING PROGRAMS REPORT DIRECTLY TO THE DEPUTY MINISTER OF LABOUR:

- The Quality of Working Life Centre
- The Affirmative Action Program
- The Legal Services Branch

Ontario Quality of Working Life Centre

Dr. Hans van Beinum
Executive Director

N. Ignatieff*
Program Manager

Since its establishment in December 1978, the Ontario Quality of Working Life Centre has made considerable progress towards the fulfillment of its mandate. The centre's mandate, to promote and support the enhancement of the quality of working life of people in Ontario, has been developed through three major areas of activity:

- the initiation, implementation, monitoring and evaluation of quality of working life projects in joint union-management settings;
- the education and training of individuals and organizations in quality of working life approaches;
- the creation, collection and dissemination of written information to promote a broad understanding of and interest in QWL.

The centre has translated these three activity areas into a five-pronged program of field project work, education, information services, research and consultation. The primary thrust of the centre has been the development of quality of working life projects in Ontario, based on the principles of joint involvement and shared responsibility between labour and management. The centre recognizes that attempts to improve the quality of working life can succeed only if all parties can learn to work together in areas where joint benefit is possible.

The centre staff currently consists of an executive director, five consultants, an executive assistant, three support staff and a network of part-time external consultants and associates who expand the capacity of the centre as demand requires. The work of the centre is guided by a committee of labour and management leaders from across Ontario, the Ontario Labour Management Study Group, chaired by the Deputy Minister of Labour, Mr. T.E. Armstrong, Q.C.

1983/84 Activities

QWL Field Project Work

In its role of providing assistance to organizations in the development and continuation of QWL programs, the centre has become involved with several organizations in an ongoing consulting capacity. During this fiscal year the centre has been facilitating QWL field projects in 13 joint union-management work settings. These projects focus on involving workers in the decision-making process affecting their jobs, and examining, in this context, the decision-making structures and the design of jobs within the workplace. In order to achieve a mix of projects, the centre is working within a range of different work settings in both the private and public sectors. Centre projects are underway in such diverse settings as: a nuclear refinery, a casting plant, a government office, a maximum security mental health centre and a soft drink can manufacturing plant.

* Mr. Ignatieff was appointed Special Advisor to the Deputy Minister of Labour and joined the centre in February 1984.

Education

Extensive education is seen as essential to the sustained development and diffusion of QWL within Ontario. Consequently, the centre has developed an education program to meet a wide range of needs.

The centre held several introductory one-day seminars in conjunction with community colleges as well as a number of 2 1/2-day and in-depth events designed for union-management teams and those already involved in QWL programs.

In addition, over 30 educational events and workshops were tailor-made for field project participants over the course of the year.

In the effort to educate, increasing emphasis is being placed upon including union and management representatives who have actually participated in a QWL project in the capacity of workshop and seminar panelists and speakers. Their personal experiences have proven invaluable in explaining the QWL concept.

The centre assisted the various unions, business organizations and individuals active in QWL to link up for shared learning and support. An example of this development is found in the Co-ordinators' Network, initiated and supported by the centre to provide a forum in which a group of union and management internal resource people meet regularly in order to learn from each others' experiences.

Information Services

The centre operates a service that provides the public with a wide range of information on QWL - ranging from basic introductory materials to highly specialized information provided in response to specific requests. The centre also publishes a periodical news journal entitled QWL FOCUS, a series of occasional papers entitled Issues in the Quality of Working Life, and a series entitled Working Papers on QWL. Response to recent publications has been very positive with the latest occasional paper, Changing Organizations, generating an overwhelming demand for copies. The centre provides speakers to groups and organizations wanting to learn more about QWL.

Consultation

Centre staff assist individuals and organizations, on a daily basis, to increase their understanding of QWL, to assess its relevance for their own situation and to take the first steps in the development of their own QWL program.

Affirmative Action Program

Sheila Dann
Program Manager

The program manager is a full-time position reporting to the deputy minister to promote equal employment opportunity in the ministry. The manager liaises closely with the Personnel Branch and the Ontario Women's Directorate.

The manager provides a resource to branch directors in implementing affirmative action and chairs a committee of branch representatives who act as a communications network to relay affirmative action information to ministry employees.

1983/84 Activities

At the start of the year, the program planned a number of hire/promotion targets and developmental assignments for women of the ministry.

Hire/promotion targets refer to certain positions which:

1. are currently under-represented by women, that is, where women comprise less than 30 per cent of the class population; and
2. where there are enough women in the potential applicant pool.

The number of targets set by the ministry is based on the projected vacancies and the potential numbers of male and female applicants. For the past year five targets were set and six were met.

Twenty women were provided developmental assignments, over and above normal staff development activities. The three to six-month assignments were planned and designed to qualify the participants to compete for higher levels or traditionally male occupations.

The program manager worked closely with the branch directors in assisting them in achieving their branch affirmative action commitments. In addition, regular reports were made to the deputy minister and semi-annual reports were prepared, presenting the statistics outlining the status of the ministry's female employees. Presentations were also made to the branch managers and to regional offices on the development of the program. Personal career counselling interviews were conducted, and an inventory of all female employees was maintained for the purpose of effectively monitoring hirings and promotions.

Six two-day workshops Micro-electronics and the Manager were presented to enable women managers to develop a sense of competence and control when confronted with new and constantly changing office technology. Four of these workshops were sponsored jointly with the Personnel Branch (Staff Development).

Five two-day workshops Career Development in a Time of Constraint were presented to all women in the ministry to provide guidance on setting goals for career life development. One workshop was sponsored jointly with the Personnel Branch (Staff Development).

A series of short seminars and workshops, e.g. Resume Writing and Prepare to be Interviewed were presented to all employees, including some regional offices.

'Lunch and Learn' noon-hour presentations were also organized by the Affirmative Action Committee for all employees, informing them of important social issues of special concern to women, e.g. Child Abuse and Stress Management.

Legal Services Branch

Paul Hess, QC
Director

Legal Services Branch:

- drafts legislation as requested and gives advice thereon and presents it to legislative counsel;
- gives legal advice to the Ministry of Labour on problems pertaining to the interpretation and application of acts and regulations;
- consults with the branches of the ministry on investigations into alleged breaches of the acts and regulations and considers the sufficiency of the evidence and conducts prosecutions;
- acts as counsel to the ministry in inquiries and hearings held by or for the ministry under the acts;
- answers inquiries from the public regarding the application and scope of acts and regulations;
- attends inquests into fatalities occurring at workplaces, where required;
- generally, provides legal services as requested or required.

Legal Services Branch has a complement of a director, five lawyers seconded from the Ministry of the Attorney General and support staff consisting of four secretaries. All personnel are located in Toronto.

1983/84 Activities

Members of Legal Services Branch appeared as counsel for the ministry in approximately 120 applications for review of orders to pay and section 51 hearings under the Employment Standards Act.

The Legal Services Branch received a total of 349 files under the Occupational Health and Safety Act, of which 234 resulted in prosecution during the fiscal year.

Ontario Labour Relations Board

G. W. Adams, Q.C.
Chairman

D. K. Aynsley
Registrar and Chief Administrative Officer

The Ontario Labour Relations Board is a quasi-judicial tribunal responsible for the administration of the Labour Relations Act. Under this Act, the board:

- certifies trade unions as collective bargaining agents for employees;
- appoints officers to mediate complaints of contraventions of the Act, conducts hearings into complaints that are not settled, and grants remedial orders where it finds that the Act has been contravened;
- issues directions and declarations where unlawful strikes and lock-outs have occurred;
- settles jurisdictional disputes arising out of the assignment of work;
- accredits employers' organizations and employer bargaining agencies in the construction industry;
- certifies employee bargaining agencies in the construction industry;
- conducts arbitration hearings arising from grievances under construction industry collective agreements;
- terminates bargaining rights, and
- provides opinions to the Minister of Labour relating to his authority to appoint conciliation officers or arbitrators.

Composition

The board is composed of a chairman, 10 full-time vice-chairmen (one, the alternate chairman), five full-time employer representatives and five full-time employee representatives. All are appointed by the Lieutenant-Governor in Council. Under the Act,* the board may sit in two or more panels, provided a quorum is present in each panel. The powers of the board in respect of certain matters may also be exercised by the chairman, the alternate chairman or a vice-chairman sitting alone.

It is common for six and, with increasing frequency, seven or eight panels to be sitting simultaneously, sometimes in different parts of the province. While most cases are heard in Toronto, complaints involving discrimination in employment or cases involving a substantial number of witnesses are generally heard at or near the municipality in which the employer is located.

Board Reports

The board publishes a monthly report in two sections. The first section contains the full text of significant board decisions issued during the report month and an index of summaries on the subject matter of these decisions. The second section lists all of the cases disposed of by the board during the previous month by type of case and method of disposition and describes the bargaining units determined in certification cases.

* The Act refers to the Labour Relations Act throughout text.

Caseload

In fiscal year 1983/84 the board received a record total of 3,135 applications and complaints, an increase of 373 cases, or 14 per cent, over the intake of 2,762 cases in 1982/83. Applications for certification of trade unions as bargaining agents, one of the three major categories of the board caseload, increased by 113 cases, or 15 per cent, from the filings for 1982/83. In addition, complaints of contravention of the Act, the second of the three major categories, increased as well by 148 cases, or 20 per cent, when compared to 1982/83. In the third of the major categories - referrals of grievances under construction industry grievances - there were 7 fewer referrals in 1983/84 than in 1982/83.

In addition to the record number of cases received, 409 cases were carried over from the previous year, making a total caseload of 3,544 in 1983/84. Of the total, 2,797 or 79 per cent were disposed of during the year. Proceedings in 213 were adjourned sine die** (i.e. without a fixed date for continuation) at the request of the parties to the matter. Finally, 534 were pending at various stages of processing at March 31, 1984.

The total number of cases processed during the year produced an average caseload of 322 cases for the board's full-time vice-chairmen and chairman compared to 266 for 1982/83. The total dispositions represented an average output of 254 cases, up from 204 in 1982/83.

Labour Relations Officer Activity

In 1983/84 the board's 17 labour relations officers were assigned a total of 2,032 cases to assist the parties in resolving their differences without the necessity of formal litigation before the board. These officer assignments comprised 57 per cent of the board's total caseload, including 459 certification applications, 37 cases concerning the status of individuals as employees under the Act, 743 complaints of contraventions of the Act, 763 referrals of grievances under construction industry collective agreements and 30 complaints under the Occupational Health and Safety Act.

The labour relations officers completed activity in 1,657 of the assignments, obtaining settlements in 1,402 cases, or 85 per cent. Of the remaining cases assigned, 255 were referred to the board for decision, proceedings were adjourned in 100 cases, and settlement efforts were continuing in 276 cases at March 31, 1984.

Representation Votes

In 1983/84, the board's returning officers conducted and counted the results of 182 representation votes held among employees in one or more bargaining units in cases that were either disposed of during the year or in which a final decision closing the case had not been issued by the board by March 31, 1984. Of the total votes, 138 involved certification applications, and 44 were held in applications for termination of existing bargaining rights.

One hundred and three of the certification votes involved a single union on the ballot and 34 involved two unions. Of the two-union votes, 31 entailed attempts to replace incumbent bargaining agents, and four involved two unions seeking to represent the same employees in collective bargaining for the first time.

** The board regards sine die cases as disposed of, although they are kept on docket for one year.

A total of 10,137 employees was eligible to vote in the 182 elections held, of whom 8,418, or 83 per cent, cast ballots. Of those who participated, 4,245 voted in favour of union representation and 4,173 against. Sixty-six per cent of the employees who participated in the two-union certification elections voted for union representation, compared to 48 per cent who voted for union representation in the single-union elections.

Hearings

The board held a total of 1,693 hearings and continuation of hearings in 1,315, or 37 per cent of the 3,544 cases processed during the fiscal year, an increase of 237 sittings over the number held in 1982/83. One hundred and thirteen of the hearings were conducted by vice-chairmen sitting alone, compared with 40 in 1982/83.

Details of the activities of the board and its staff will be found in the board's 1983/84 annual report.

Ontario Human Rights Commission

Borden C. Purcell
Chairman

George A. Brown
Executive Director

The Ontario Human Rights Commission, established in 1962, administers the Human Rights Code, 1981, which provides the right to equal treatment without discrimination with respect to services, goods and facilities, accommodation, employment, contracts, membership in trade unions, trade or occupational associations or self-governing professions on the grounds of race, colour, ancestry, place of origin, ethnic origin, citizenship, creed, sex, handicap, age (18-65 years in employment; 18 years and over in all other areas), marital status, family status, receipt of public assistance (in accommodation only) and record of offences (in employment only). In addition, every person has a right to freedom from harassment because of any of the prohibited grounds, including race and sex, in accommodation and employment. The Code also provides a remedy for unwelcome sexual solicitations or advances made by a person in authority, and for threats of reprisal because an advance has been refused.

Every person has a right to claim and enforce his or her rights under the Code, to institute and participate in proceedings under the Code and to refuse to infringe a right of another person under the Code, without reprisal or threat of reprisal for doing so.

The commission is composed of a chairman, vice-chairman, and nine members who are appointed by the Lieutenant-Governor in Council. Three of the members constitute a Race Relations Division of the commission, and one of them is designated as Commissioner for Race Relations. They meet regularly to review settlement proposals, review requests for special employment programs under the Human Rights Code and to formulate policies on all issues with an impact on human rights in the province. A quorum of three commissioners meets regularly as a panel to review and approve the settlements of all cases before they may be closed.

When a settlement proposal is not in accordance with commission policy of rectification and remedy, the panel recommends that the commission refer the case to staff for further conciliation. Where a case reveals evidence of a discriminatory practice or pattern that suggests a need for policy or procedural changes, the panel makes recommendations for follow-up action.

The panel also reviews requests for exemptions from the provisions of the Code.

Those cases that cannot be settled in conciliation are referred to the full slate of commissioners. After evaluating the evidence, they decide whether or not to request the Minister of Labour to appoint a board of inquiry. If the commissioners decide that a board of inquiry is not appropriate in the circumstances, they will advise the parties in writing of the reasons for the decision.

When the commission decides to dismiss a complaint, the complainant may request a reconsideration of the decision. The application for reconsideration must include a statement of the facts upon which the request is based. The commission makes its decision after notifying the

respondent and giving the respondent time to make written submissions concerning the request. The commission's decision on reconsideration is final, and is communicated to both parties in writing.

A board of inquiry is a decision-making body, which operates in accordance with the provisions of the Statutory Powers Procedure Act. The person who presides over the board is appointed by the Minister of Labour. He or she is not a member or employee of the Ontario Human Rights Commission. The board hears testimony given under oath and makes a finding based on the evidence as to whether or not the Code has been contravened. If the finding is that there has been a contravention of the Code, the board may, by order, direct the respondent to do anything that ought to be done to achieve compliance with the Code, both in respect of the complaint and in respect of future practices. The board can also order compensation for loss to the complainant, and where the contravention has been engaged in wilfully or recklessly, may award up to \$10,000 to the complainant for mental anguish.

If the board finds that there has been no contravention, the case is dismissed. However, even though the board may find no evidence of discrimination against the complainant, it may still find that discriminatory practices are occurring within the respondent enterprise. In such cases, the board may make an order to remedy the situation through human rights seminars for employees, worker-management human rights committees and the like.

If a board finds evidence of discrimination in a complaint based on handicap, and if the board finds a lack of access to premises or facilities or lack of appropriate amenities in these respects, it may order the respondent to take measures to provide access or amenities unless the costs involved would cause undue hardship.

Where a complaint is dismissed, the board may order the commission to pay the respondent's costs if the board finds that the complaint was trivial, frivolous, vexatious or made in bad faith or if undue hardship was caused to the respondent in the particular circumstances.

The decision of the board must be given within 30 days of the conclusion of the hearing.

The decision or order of the board may be appealed to the Divisional Court of the Supreme Court of Ontario.

In the last fiscal year, 33 such boards were appointed and 15 hearings completed. In addition, 13 settlements were reached prior to the hearing in complaints in which a board had been appointed.

The commission also performs human rights and public education activities among business and industry, media, unions, government, educational institutions, law enforcement and criminal justice agencies, and social and health institutions.

Under the Code, the commission conducts the following programs:

Conciliation and Compliance through the investigation and resolution of complaints filed under the provisions of the Code. During the year, 1,237 formal complaints were registered with the Conciliation and Compliance Division and 1,012 cases were resolved; 346 informal complaints were handled and 51,763 referrals and inquiries were dealt with.

The functions of the Race Relations Division, as related to race, ancestry, place of origin, ethnic origin or creed, are set out in the Code as follows:

- to enquire into incidents of and conditions leading or tending to lead to tension or conflict based upon identification by a prohibited ground of discrimination and take appropriate action to eliminate the source of tension or conflict,
- to initiate investigations into problems based upon identification by a prohibited ground of discrimination that may arise in a community, and encourage and co-ordinate plans, programs and activities to reduce or prevent such problems, and
- to promote, assist and encourage public, municipal or private agencies, organizations, groups or persons to engage in programs to alleviate tensions and conflicts based upon identification by a prohibited ground of discrimination.

The division may also perform any other function referred to it by the commission.

The Race Relations Division carried out 223 mediations and projects and 489 consultations during the year.

Public Education activities are developed and conducted to forward the principle that the dignity and worth of every person be recognized, and that equal rights and opportunities be provided without discrimination that is contrary to the Code. Twelve hundred and forty educational undertakings were carried out under the Public Education Program.

Research activities are designed, undertaken and encouraged in order to eliminate discriminatory practices that infringe rights under the Code.

The commission has 15 district offices, located in Hamilton, Kenora, Kingston, Kitchener, London, Ottawa, Sault Ste. Marie, Sudbury, Thunder Bay, Windsor, Timmins, St. Catharines, Mississauga, Scarborough and Toronto.

The commission is composed of 70 professional and 25 support staff.

Details of the role and programs of the Ontario Human Rights Commission will be found in the commission's 1983/84 annual report.

Advisory Council on Occupational Health and Occupational Safety

Dr. D.R. McCalla*
Chairman

Dr. C.J. Tuohy**
Vice-Chairman

The Advisory Council on Occupational Health and Occupational Safety consists of 19 members - a chairman, a vice-chairman, six members selected from management, seven from labour and four from the public.

Under section 10 of the Occupational Health and Safety Act the functions and powers of the advisory council are:

- to make recommendations to the Minister of Labour relating to programs of the ministry in occupational health and safety, and
- to advise the minister on matters relating to occupational health and occupational safety that may be brought to its attention or be referred to it.

During the year the advisory council submitted four advisory memoranda to the minister. The advisory memoranda are:

- A Review by the Advisory Council of the Process Used to Develop a Standard for Isocyanates and Council's Evaluation of the Criteria Utilized to Assess the Hazard of Exposure to Isocyanates in the Workplace.
- A Review by the Advisory Council of the Process Used to Develop a Standard for Silica and Council's Evaluation of the Criteria Utilized to Assess the Hazard of Exposure to Silica in the Workplace.
- Health Surveillance and Health Screening in Occupational Health Programs: The Physician in Health Surveillance.
- New Chemical and Biological Agents in the Workplace: Identification and Control of Carcinogens and Potential Carcinogens.

Details of the advisory memoranda and recommendations along with the minister's replies are found in the advisory council's Sixth Annual Report.

Council received a request from the minister for clarification of the previous advisory memorandum, Interim Recommendations on the Electromagnetic Spectrum and the Potential Reproductive Hazards of Visual Display Units. Council's clarification and the minister's response are included in the Sixth Annual Report.

*Dr. J.F. Mustard resigned as chairman of council effective January 31, 1984. Dr. McCalla, was designated chairman on February 1, 1984.

**Dr. Tuohy was designated vice-chairman on June 24, 1983.

Other deliberations and activities of council resulting in correspondence with the minister, and likewise recorded in council's annual report, related to: the previous advisory memorandum on legal interpretation of the Occupational Health and Safety Act, a study being undertaken by council of joint health and safety committees in Ontario workplaces, and matters concerning priorities for action in the control of toxic substances.

The council secretariat currently consists of an executive assistant to the chairman, three research officers, a project officer serving on a part-time basis, a committee officer and two secretarial staff.

Ontario Manpower Commission

Mr. Benson A. Wilson*
Chairman

The Ontario Manpower Commission was established in 1979 with the mandate to oversee all manpower programs of the Ontario Government and to make policy and operational decisions subject to the concurrence of the cabinet. The commission consists of a full-time chairman/commissioner, nine part-time commissioners and 29 full-time employees.

The commissioners are private sector individuals with primary responsibility for advising government on manpower matters. Mr. Samuel H. Ellens, Mr. J.A. Armstrong and Mrs. Jalynn H. Bennett are drawn from the business sector; Mr. Clifford G. Pilkey, Mr. Kenneth G. Rose and Mr. Stanley E. Roscoe come from labour; and Mr. Douglas E. Light, Miss Jacqueline P. Robarts and Dr. Wallace A. McLaughlin are from the academic community. The chairman, Mr. Benson A. Wilson, was with the corporate sector before entering government service and was most recently assistant deputy minister with the Ministry of Colleges and Universities.

Reporting through the Cabinet Committee on Manpower, chaired by the Minister of Labour, the Ontario Manpower Commission develops short and long-term manpower strategies based on projected requirements of the economy and the composition of the work force. Areas within the commission's mandate include those relating to training, labour market information and human resources planning.

The commission undertakes specific studies of selected occupational areas, industrial sectors and segments of the labour force. During this fiscal year it was responsible for the general direction of five youth programs administered by other ministries as well as for co-ordinating the development of specific employment strategies for women, the disabled and native peoples.

The commission played an important role in a number of major initiatives during the 1983/84 fiscal year. The commission acted on behalf of Ontario in the administration of the Canada Ontario Employment Development (COED) Program, a federal-provincial job creation program. Provincial funding of \$110 million was provided by the Board of Industrial Leadership and Development (BILD), while federal funding of \$110 million was provided through the Canada Employment and Immigration Commission. The COED Program funded labour-intensive projects sponsored by municipalities, community groups, non-profit organizations and businesses across Ontario that conformed to Ontario's strategy of using short-term job creation funding for the long-term economic benefit of the province. The COED Program created an estimated 26,000 jobs during its operating period (January 1983 to June 1984).

*Mr. Wilson was appointed chairman in February 1984, when Dr. Alan D. Wolfson accepted the position of assistant deputy minister with the Ministry of Labour.

The Ontario Manpower Commission also directed an evaluation of the programs within the Youth Employment Envelope. This assessment of the Youth Envelope included the Ontario Career Action Program, the Summer Experience Program, the Ontario Youth Employment Program, the Winter Experience Program and the Ontario Youth Employment Counselling Program. The evaluation of these programs has become an integral part of the government's continuing review of youth employment programs and policies.

Several publications produced by the commission during the year include:

- Industrial Training for High-Level Skills
- The Employment of Women in Ontario: Background Report:

Public Service Appeal Boards

The four statutory tribunals comprising the Public Service Appeal Boards function as independent quasi-judicial tribunals, with offices and hearing rooms at 180 Dundas Street West in Toronto. The four tribunals oversee the labour relations of Ontario Crown employees. Employees are represented before the boards by one of four employee organizations: the Ontario Public Service Employees Union, the Ontario Liquor Board Employees' Union, the Canadian Union of Public Employees - Local 767, the Canadian Union of Public Employees - Local 1750, and the Amalgamated Transit Union - Local 1587.

Previously, all four appeal boards came under the authority of the Civil Service Commission. As of April 1, 1983, the Minister of Labour was given authority over the Crown Employees Collective Bargaining Act. This had the effect of placing two of the appeal boards - the Ontario Public Service Labour Relations Tribunal and the Crown Employees Grievance Settlement Board - under the minister's jurisdiction. In line with this rearrangement, the ministry administers the day-to-day affairs of all four tribunals. However, appointments to, and policy decisions concerning, the two remaining boards - the Public Service Grievance Board and the Classification Rating Committees - continue to come under the jurisdiction of the Civil Service Commission.

A small staff is assigned to provide administrative and clerical support to the appeal boards. The permanent staff consists of one secretary of the Public Service Appeal Boards, one manager of Office Support Services, one office support clerk and one records processing and control clerk.

Ontario Public Service Labour Relations Tribunal

O.B. Shime, Q.C.
Chairman

T.A. Inniss
Acting Registrar

The Ontario Public Service Labour Relations Tribunal administers the Crown Employees Collective Bargaining Act, and is empowered by the Act to adjudicate matters referred to it by government employers, employee organizations or employees on matters such as:

- conferring representation rights on employee organizations;
- terminating employee organization representation rights;
- unfair labour practices;
- bad faith bargaining;
- successor rights applications;
- alleged strikes and lock-outs;
- consent to prosecute under the Act;
- inclusions and exclusions of employees in bargaining units;
- exemptions from the payment of union dues by individual employees;
and
- the duty of fair representation owed by employee organizations to individual employees.

Decisions of the tribunal are final, although the Act empowers the tribunal to reconsider a decision if it considers it advisable. Tribunal decisions can be challenged by way of judicial review only on the grounds that the procedure employed violated the rules of natural justice or that the decision was patently unreasonable. The tribunal has the authority to state a case in writing to the Divisional Court to determine any question of law. While the tribunal has the choice of whether or not to state a case on its own motion, it is required to submit a stated case to the Court upon the request of any party to a hearing.

In addition to adjudicating disputes, the tribunal is involved in providing other dispute resolution mechanisms. Mediators are provided by the tribunal to assist parties in reaching a collective agreement. The tribunal also appoints interest arbitrators to determine the provisions of collective agreements when the parties are unable to mutually agree on an agreement and where they have failed to select or have been unable to agree to an appropriate arbitrator. Finally, the tribunal frequently appoints an investigator to enquire into fair representation complaints by individual employees against employee organizations.

The tribunal consists of one chairman and eight members representing employees and employers. The chairman and members are appointed by order-in-council. Members are appointed on the basis of nominations received from the respective parties. The tribunal sits in panels of three, consisting of one member representing employees, one member representing employers, and the chairman, who presides.

The tribunal, together with the Crown Employees Grievance Settlement Board, is currently the subject of a study by Mr. Robert Joyce, who was appointed by the Minister of Labour to consider what beneficial changes the two tribunals might institute to further improve the service provided to Crown employees and employers.

Applications in Fiscal Year 1983/84

Filed Before March 31/83 and Pending	Filed in Year	Appointments	Disposition
		Investigator	Pending before Investigator
6	33	19	3
		Arbitrator	Pending before Arbitrator
		2	2
			Decisions Issued
			11
			Pending before Tribunal
			23*

*Of 23 pending cases: 5 have been disposed of by decisions in fiscal 1984/85

6 hearings have been held and decisions are reserved

6 cases are currently scheduled for hearing

6 cases remain to be scheduled

Crown Employees Grievance Settlement Board

I.C.A. Springate
Acting Chairman

H.J. Waisglass
Special Vice-
Chairman for
Mediation

T.A. Inniss
Acting Registrar

The Crown Employees Grievance Settlement Board, established by section 20(1) of the Crown Employees Collective Bargaining Act, is solely responsible for the adjudication of employee organization and employer rights disputes involving matters such as dismissals, suspensions, other forms of discipline, working conditions and classification. Employee organization and employer policy grievances may require the board to interpret provisions contained in collective agreements. The only means of challenging a board decision is by way of judicial review to the courts, and only on narrow grounds, such as excess of jurisdiction, errors of law and questions relating to natural justice.

The board consists of one acting chairman (at the time of publication), 23 vice-chairmen and 60 members representing employees and employers. The chairman, vice-chairmen and members, who serve in a part-time capacity, are appointed by order-in-council. Members are appointed on the basis of nominations received from the respective parties. The board sits in panels of three, consisting of one member representing employees, one member representing employers, and the acting chairman or a vice-chairman, who presides.

One vice-chairman has been designated exclusively as a grievance mediator. The board's mediation service attempts to encourage parties to a dispute to settle their differences without resorting to actual board adjudication.

The board, together with the Ontario Public Service Labour Relations Tribunal, is currently the subject of a study by Mr. Robert Joyce, who was appointed by the Minister of Labour to consider what beneficial changes the two tribunals might institute to further improve the service provided to Crown employees and employers.

Grievances In Fiscal Year 1983/84

Filed Before March 31/83 and Pending	Filed in Year						Withdrawn		Board Deci- sions Issued	Cases Pending as of March 31/84
	Dismissal	Other	Classi- Discip- line	fication	Policy	Other	TOTAL	Without settle- ment by Mediator	With Settle- ment by Mediator	
518	80	113	120	6	504	823	292	270	142	637

Public Service Grievance Board

C.G. Simmons
Chairman (on leave)

Judge Walter Little
Acting Chairman

T.A. Inniss
Acting Secretary

The Public Service Grievance Board operates pursuant to the Public Service Act and, in particular, Part 5 of Regulation 881. The board adjudicates grievances concerning non-bargaining unit employees; grievances relating to bargaining unit employees are adjudicated by the Grievance Settlement Board. The Public Service Grievance Board may be called upon to deal with matters such as dismissal, suspension, other forms of discipline, merit increase, promotion and transfer. Decisions of the board are final, although dismissals are subject to the authority of the lieutenant-governor-in-council. Decisions are also subject to judicial review as with the Grievance Settlement Board.

The board consists of a chairman (on a year's leave), an acting chairman (for the duration of the chairman's leave) and four members representing non-bargaining unit employees and employers. The chairman and members are appointed by order-in-council. The board sits in panels of three, consisting of one member representing non-bargaining unit employees, one member representing employers, and the chairman, who presides.

Classification Rating Committees

C.G. Simmons
Chairman (on leave)

Judge Walter Little
Acting Chairman

T.A. Inniss
Acting Secretary

Classification Rating Committees are designated by the chairman of the Civil Service Commission. Pursuant to section 57 of Regulation 881 under the Public Service Act, Classification Rating Committees are appointed to adjudicate grievances concerning position classification from eligible employees who are excluded from the application of the Crown Employees Collective Bargaining Act. The committees are therefore essentially responsible for classification grievances filed by persons employed in a managerial or confidential capacity. Such committees are quasi-judicial tribunals, and sit with one personnel administrator from a non-interested ministry and two persons who are not civil servants. One of the latter two acts as chairman of the committees. Currently, the committees are drawn from an acting chairman and three available members.

Public Service Grievance Board and Classification Rating Committees

Grievances in Fiscal Year 1983/84

	Filed Before March 31/83 and Pending	Filed in Year	Withdrawn or Settled	Decisions Issued	Cases Pending as of March 31/84
PSGB	2	14	4	8	4
CRC	3	2	2	3	0

1983/84 Activities

A total of 872 applications were filed with the four Public Service Appeal Boards in the fiscal year 1983/84. The bulk of these applications - 823 or 94.38 per cent - were submitted to the Grievance Settlement Board. Thirty-three applications - 3.78 per cent of all applications - went to the Public Service Labour Relations Tribunal. The remaining applications were filed with the Public Service Grievance Board and the Classification Rating Committees.

The Public Service Labour Relations Tribunal issued 33 decisions in the fiscal year. Of these 33 decisions, 11 (33.33 per cent) involved tribunal adjudication of disputed matters between parties. Nineteen decisions (57.58 per cent) involved the appointment of an investigator to inquire into complaints filed with the tribunal. In two cases (6.06 per cent), the tribunal appointed interest arbitrators with a view to determining collective bargaining disputes. In one case (3.03 per cent), the tribunal ordered a representation vote amongst employees in a bargaining unit.

Of the 823 grievances filed with the Grievance Settlement Board in 1983/84, 80 (9.72 per cent) pertained to employee dismissal and 113 (13.73 per cent) pertained to other forms of discipline. In total, 193 grievances (23.45 per cent) filed with the board pertained to one form of discipline or another. One hundred and twenty grievances (14.58 per cent) related to disagreements over employee classification. Five hundred and four grievances (61.24 per cent) were in relation to other numerous matters arising under the applicable collective agreements and involving employee concerns. Only six grievances (0.73 per cent) were of a policy nature, in which an employee organization - as opposed to an individual employee - grieved an alleged collective agreement violation.

The Grievance Settlement Board disposed of 704 grievances in 1983/84. Of these 704 dispositions, 142 (20.17 per cent) were dealt with by the board through a full hearing in which the matters in dispute were adjudicated, and a final decision was issued. The remaining 562 grievances were settled or withdrawn prior to an actual board decision. Two hundred and seventy grievances (48.04 per cent of all grievances withdrawn or settled in 1983/84, and 38.35 per cent of all grievances disposed of in the fiscal year) were settled with the assistance of the board's mediator. Two hundred and ninety-two grievances (51.96 per cent of all grievances withdrawn or settled in 1983/84, and 41.48 per cent of all grievances disposed of in the fiscal year) were settled by the parties themselves.

The Public Service Grievance Board disposed of 12 applications in the fiscal year. Out of these applications, four (33.33 per cent) were withdrawn or settled, and eight (66.67 per cent) were adjudicated by the board.

Finally, three decisions were issued by Classification Rating Committees in 1983/84. In addition, two applications pending before the committees in the fiscal year were withdrawn or settled.

Workers' Compensation Board

Lincoln M. Alexander, QC
Chairman

The Workers' Compensation Board of Ontario, which operates out of 14 offices province-wide, including a Toronto head office, provides the province with three fundamental services: First, adjudicating claims for work-related injuries and occupational diseases and compensating workers for the resulting time lost from work and for permanent disability; second, furnishing injured workers with comprehensive medical and vocational rehabilitation services to help them return to a healthy life and gainful employment; and third, paying for these services through the collection of funds from the province's employers.

In 1983 new claims across the province totalled 344,758. Of total claims, 42.8 per cent (147,666) were accepted as lost-time claims (involving time off work and compensation payments). Another 51 per cent (175,871) of claims were accepted as no lost-time claims (for accidents that necessitated medical treatment, but no time off work beyond the day of the accident).

During the year the board awarded total benefits (exclusive of legislative increases) amounting to \$883,415,000 (unaudited). The vast majority of the funds for the board's programs and services come from annual assessments on the province's employers -- in 1983, numbering approximately 164,000. In 1983, the board assessed employers a total of \$774 million.

Board rehabilitation staff throughout Ontario were instrumental in rehabilitating 3,981 injured workers in 1983. Of these, 3,188 were returned to work and an additional 793, who will not be returning to employment, were assisted in achieving financial self-sufficiency. Staff were aided in their job-search activities by a public awareness campaign -- intended to encourage employers to contact the board with job opportunities for rehabilitated workers -- conducted under the slogan, 'Back A Comeback'.

An important feature of the board's medical rehabilitation services is its 522-bed Hospital and Rehabilitation Centre in Downsview. The centre provides comprehensive therapy programs to injured workers on an in-patient and out-patient basis. The number of patients admitted to the centre decreased 2.2 per cent, to 11,434 from 11,690, in 1982. However, the number of patients completing the full-treatment program in 1983 increased by 7.6 per cent to 6,520 from 6,050 the previous year.

Effective July 1, 1983, a legislative amendment to the Workers' Compensation Act increased benefit levels to injured workers, surviving spouses and dependants. Among other things, benefits for permanent disability and for temporary total disability were increased. Processing of the adjustments began immediately.

Further details of the board's activities in 1983 can be found in its 1983 Annual Report, which covers the fiscal year ending December 31, 1983.



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